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Charles Campbell Smith

A GUIDE FOR PURSERS

on Merchant Vessels

UNITED STATES MARITIME SERVICE TRAINING STATION
SHEEPSHEAD BAY, N.Y.

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FOREWARD

A Guide for Pursers on Merchant Vessels has been prepared to serve as an aid to young men being trained as Assistant Purser-Hospital Corps men for American Merchant vessels, and is the result of many years experience in the American Merchant Marine.

I have concentrated on all problems, except those in connection with passenger matters, that a Purser on a Merchant vessel will encounter commencing with the shipping of the crew at the beginning of the voyage to signing off at its termination. An effort has been made to present each phase of the work in its general application to the Maritime industry, rather than any one company system. It must be borne in mind that the war is constantly changing certain phases of ship's business; this is especially true of war bonus and tax calculations.

Grateful acknowledgment is made to the staff of the Training Division for their willing assistance. To Frank W. Kerwin, Y2c, U.S.N.R., goes the credit of editing this book. His assistance was particularly helpful in arranging the work in its logical theoretical sequence, and combining the theory with the practical, thus enabling our young men to assimilate the knowledge easily and quickly.

Joseph W. Scheuch,
Lieutenant, U.S.N.R.

DIVISION OF ASSISTANT PURSER TRAINING

The aims and purpose of the Assistant Purser School, or Clerk-Typist Division as it was formerly designated, during the forthcoming period is to teach you and make you thoroughly familiar with various ship's documents and their usage, as well as some of the fundamentals of the Maritime Industry. The time alloted for this program, due to the urgency of the war effort, is limited, so the training will involve only the handling of documents on freight carriers. The curriculum has been so prepared, that you will be instructed, step by step, in the duties of a ship's clerk as they occur from the time the ship is taken over from her builders and starts to prepare for her first voyage, until she returns to an American port.

In normal times most of the clerical work on freighters has been handled by the shipmasters. The amount of clerical work required by the various departments of the government, and the calculations required by recent tax developments make it obvious that the Master has not the time to do any of this work without sacrificing the performance of his duty, the safety of his ship, his cargo, and the crew. For the successful prosecution of the war, American vessels must carry supplies, munitions, and men to fighting fronts, and the responsibility towards this end has been placed on the Master.

The constant vigilance required of him involves long hours, and places him under a tremendous strain. Every one on board shares the responsibility of getting the ship with its cargo safely to destination - there must be complete co-ordination.

You will be charged with the responsibility of preparing various documents and manifests. You will be charged with the duty of assisting the Master in whatever your capacity as Ship's Clerk allows. You will be charged with the responsibility to "lend a hand" to other department heads so as to maintain successfully and efficiently the smooth operation of the vessel.

At the present time it is the policy of the War Shipping Administration to place the ship's funds under the care of the Master. The Master may advance a small fund to you for advances to the crew, or for petty expenses. This fund must be accounted for in an honest and businesslike manner.

Accuracy and speed are important factors, so that a minimum of time only can be involved in the performance of your duties. The ships must be kept moving, and time and tide will not wait while you ponder over the preparation of some document. A delay of minutes might result in the missing by many hours of a tide or an arrival at a port before sundown. *Do not Procrastinate.*

There is perhaps no industry that involves more governmental regulation than that of merchant shipping. All of the government departments concerned will have their own designated representatives, and it is their duty to administer the law. Upon boarding your vessel, these officials merit attention and certain courtesies, and it will be part of your job, as the owner's and Master's representative, to see that they are received with the respect due them. Do this with efficiency and tact. These officials demand that various documents be prepared and ready for inspection when they come on board, and as their business involves other ships as well as yours, they are eager to get their inspection over with as quickly as possible. Do not quibble with them. Show a willingness to co-operate and you will find that it pays to do so in the long run. Remember, these officials are charged with the enforcement of the law - it is your duty to obey these laws and regulations.

You will sail to ports and places where you have never been before. Arriving at a foreign port, you as the Captain's representative will receive the boarding party of Port Officials. These officials are proud of the government they represent and take their job seriously. Be courteous to them, and respectful to the government they represent, and show them the same attention you would any American official.

Each foreign nation has its own Customs Department, Immigration Department, Quarantine Regulations, etc. These laws are based on the same principles in every land though administered in various ways. Adhere to the law of the land, and the regulations of whatever port you are in - "give graciously" - and if asked to follow the established procedure of the port you are in, do so. Don't remonstrate. Never criticize the procedure or express your opinion that in America or in some other port there is a better way of doing things. In your capacity as Ship's Clerk it is your place to follow the local regulations, and not to question them or criticize. Nothing will rile an official more.

Your job will not be an easy one, and on occasions will call for tact and good judgment. Your first duty is to your Captain. Respect his wishes and obey his orders. Your success will depend on your intelligence, loyalty, and good judgment. Never be a quitter, or in an emergency, yellow. You will come in close contact with various temperaments, and long and hazardous voyages try the temper of men. Rise above the occasion and keep yours.

In outlining this course of training, lessons have been prepared so as to present for study the essential documents and other papers covering foreign and domestic voyages, and basic principles of the Maritime Industry. In addition, we have endeavored to provide the trainee with a complete understanding of each document, its instrumentality and its relation to various laws and regulations, rather than just the mechanical preparation of such papers. It is our aim that when your training period is completed, you will have assimilated, in practice and in theory, the principles upon which the Maritime Industry is founded and its ships operated. When you have joined your vessel you will be expected to apply this knowledge to your actual duties - we cannot advise then - the responsibility for your success depends upon your industry and attention while training.

Suggested Procedure After Going Aboard

You have received your appointment as Ship's Clerk. You will be ordered to go on board and report to the Captain. In order to enter any wharves or any area along the waterfronts it is necessary to be in possession of a Coast Guard Identification Card.

Let us assume that you are coming aboard the vessel for the first time. At the gangway you should inquire as to the location of the Chief Officer's quarters. Report to him, state who you are and that you wish to present yourself to the Master. In case the Master of the vessel is not on board ask the Chief Officer, or his representative, to show you to your quarters.

The various officers of the vessel are pretty well occupied and do not have time to answer any questions that are not in line with ship's activities. Look smart and act smart, and as soon as you have surveyed your own quarters, make your rounds of the vessel and get acquainted with the various

heads of departments, avoiding any unnecessary conversation. Always keep the business of the day in hand and stick to the point.

As soon as possible make it your business to meet the Master and when entering his quarters stand at attention and do not be seated until asked to do so, and by all means always remove your hat or cap when in the presence of the Master or any superior officers. Find out exactly what the activities and movements of the vessel will be while in port, when she is to be moved from dock to dock, and if the Master has any immediate orders.

Remember to bring your gear on board, providing yourself with uniforms, if so required, and enough clothing suitable for almost any climate, bearing in mind, however, to keep this down to a bare minimum. If you are ordered to a vessel which is sailing immediately, report with your gear and be prepared to remain on board. During the present emergency the vessel's sailing time is a military secret. When the vessel is loaded and ready for sea, shore liberty will be stopped preparatory to sailing. Always be prepared for this and have your personal affairs attended to well in advance before the ship has completed her loading. In the course of your conversation with the Master, be brief when inquiring of him anything in connection with the ship's business, bearing in mind that the Master may not have time to go into much detail. It might be well to have with you a note book and jot down important information that you will want to remember and not trust to your memory. When you are ready to leave, ask the Master for permission to do so or in his absence obtain this permission from the Chief Officer or the Officer in Charge. If time permits, it will be to your advantage and should be one of your first duties to visit the office of the steamship operator and make yourself acquainted with that part of the Operating Department or the Accounting Department with which your dealings will be concerned.

You will find that life aboard ship is quite different from the routine you have been accustomed to ashore, and you will undoubtedly contact many men who have spent years at sea. Try to mould yourself to their ways and try to make it part of your business to get along with the officers and men. During the voyage occasions will arise where your shipmates can greatly assist you, and it will pay to have them as friends.

Many foreign ports are under military law, so do not be disappointed if you, as well as the other members of the crew, are denied shore liberty. Whether or not liberty is granted depends largely upon the decision of the civil or military authorities in the area in which your ship is. It also depends on whether or not your absence from the vessel will interfere with your duties. Most Captains will allow officers and crew shore liberty and time for relaxation after a sea voyage; it is good for the men's morale. However, in case you are returning to the vessel from a night's celebration, don't wander around the decks visiting officers or crew quarters and make an ass of yourself. Try to remember in your befogged mind to go to your quarters and turn in. When the vessel is in port be sure that everything of value is under lock and key, and especially if the ship is in a shipyard.

After the vessel has sailed, one of your first duties is to consult with the Master as to any duties he has outlined for you. Survey the kind of work and the amount of work that has to be accomplished before arriving at the next port and establish a routine. In planning your work you should arrange to have as much as possible started at the beginning of the voyage. In other words, "keep your work up to date". You will find that before the voyage ends, the unexpected always happens. The reason is very obvious - the arrival and dispatch of a vessel dependslargely on the completion of certain documents, and the delay in the preparation of these documents hinders the vessel's prompt docking on arrival, or leaving after having discharged cargo or passengers. Don't get the banana habit, and let things slide. A day or so prior to arrival at any port, check your papers, and check with the Master and make certain that nothing has been left undone.

In all ports throughout the world the principal papers you must have for presentation to the port authorities are these: a Clearance from the Last Port of Call, Bills of Health, Manifests, Crew Lists, Store Lists, and in some ports lists of the officers' and crews' personal effects. Place these in ship-shape order on your desk, or before the Master, so that when these papers are called for they are available. You may be assigned to a vessel under a Master who has done much of this work himself. If so, show a willingness and initiative to take as much of this work off his hands as possible, and don't be afraid to assume responsibility. If, on the other hand, the Master has recently been assigned to the vessel, and is making his first voyage in that capacity, he will depend on you entirely; therefore assume your responsibilities intelligently.

TONNAGE

The various tonnages used in referring to a vessel are many and varied, and are in some cases very confusing. These tonnages are based on several standards. Some are based on weight expressed in terms of 2,240 pounds to the ton (long ton), while others are based on measurement expressed in terms of 100 cubic feet to the ton.

Displacement Tonnage: Displacement is the volume of water displaced by a vessel, and it is ascertained by calculating the weight of the water displaced by the form of the vessel when immersed to the load line. This water measured in tons equals the weight of the vessel and is calculated on the basis of 2,240 pounds to the ton. A vessel placed in the water (loaded or not) is supported by the pressure of the water.

Light Load Displacement is the weight of the vessel empty, but including boilers, engines, auxiliary machinery, etc.

Load Displacement is the weight of the fully loaded vessel, including fuel, water, sea stores and cargo, passengers and crew.

Deadweight Tonnage is the deadweight carrying capacity of the vessel, including fuel, water, stores, and cargo; in other words it is the excess of the load displacement over the light load displacement.

Deadweight Cargo Tonnage is the deadweight tonnage capacity, less the weight of fuel, water, and stores.

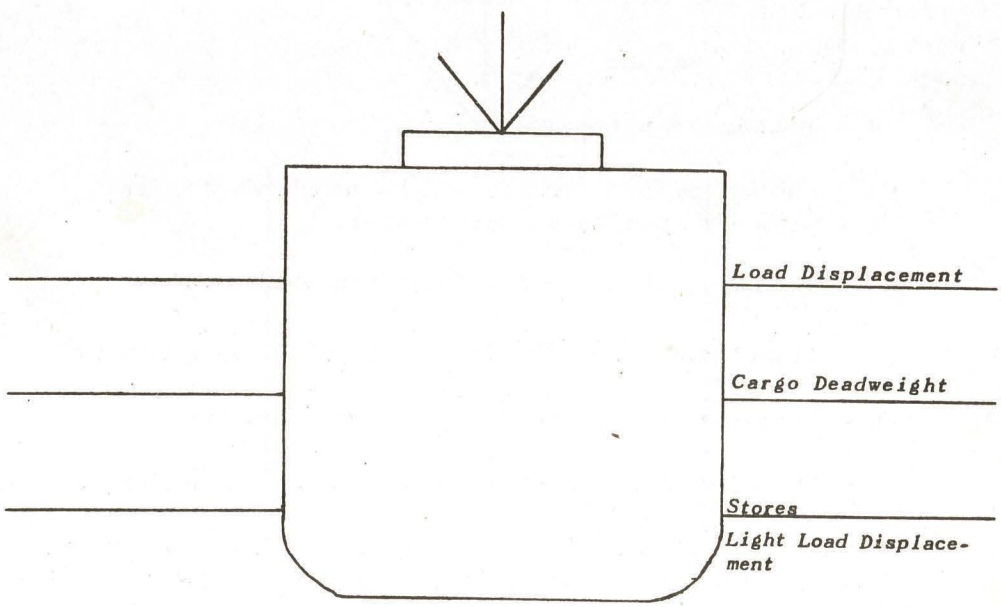
Example-

Load displacement, weight of fully loaded ship, including cargo, water stores and fuel	10,000
Less light load, including weight of empty vessel	5,000
	5,000
Less weight of water, fuel and stores	2,000
Weight of cargo (deadweight cargo tonnage capacity)	3,000

Gross Registered Tonnage is a measurement tonnage (100 cubic feet to a ton) representing the total internal volume of the ship including the under deck space and all the enclosed spaces.

Registered Net Tonnage is arrived at by deducting from the gross tonnage certain volumes of non-earning spaces; spaces which cannot, broadly speaking, be utilized for the carriage of cargo and passengers, such as machinery space, storeroom space, crew quarters, and space used for the navigation of the vessel. By law, such spaces deducted must be plainly marked to signify their purpose; for example, "Certified for Chart Room", "Certified for Master's Quarters", "Certified for Storeroom", etc.

Bale Capacity is the amount of space available for package cargo, such as bales, boxes, bags, bundles, crates, pieces of steel, barrels, etc., calculated on the basis of 40 cubic feet to a space ton.



SHIP'S PAPERS

The two most important documents on the ship are the Certificate of Inspection and the Register.

Certificate of Inspection: When a ship has been built there is issued by the Bureau of Marine Inspection and Navigation of the Department of Commerce a document known as the "Certificate of Inspection," which certifies that the ship at the date of certification is in conformity with the laws governing the Bureau of Marine Inspection and Navigation and the rules and regulations of the Board of Supervising Inspectors. This Certificate is issued by the Local Inspectors at the place or port where the vessel is built, and certified to, jointly, by the Local Inspector of Hulls and the Inspector of Boilers, and sworn to by a Customs Officer of the District as to its authenticity.

The following information is contained in the Inspection Certificate:

1. Name of the vessel, the owner's name, and Master's name.
2. Date and place of building.
3. Gross tonnage.
4. Method of propulsion.
5. Number of officers and crew required for the safe navigation of the vessel.
6. Number and kind of lifesaving equipment.
7. Number and kind of fire extinguishing equipment.
8. Capacity and description of main boilers
9. Capacity and description of auxiliary boilers.

The Certificate is valid for *one year*, after the expiration of which the vessel is again inspected and a new certificate issued. An annual inspection is required of all vessels, and no vessel will be granted clearance without having on board an Inspection Certificate.

Any changes other than those originally stipulated in the Inspection Certificate must be authorized by the Bureau of Marine Inspection and Navigation through the office of the Local Inspectors. Application for changes must be made to the Local Inspectors by the owners of the vessel.

The Register: By law a ship actually owned by a citizen of the United States or a corporation of the United States, is a United States ship, and she is entitled to protection accorded all American property on the high seas and throughout the world. In the case of a corporation organized under the laws of the United States or of any State, the members of that corporation must be American citizens, and under ordinary circumstances the vessel must have been built in the United States.

The Register certifies the ownership of the vessel, the name of the Master, official name, number, place where built, and the date of building. When a ship is completed, a number which never changes is given the vessel by the Department of Commerce. Should the vessel be lost or destroyed, the number is never used again for any other vessel. The number must be burned or deeply carved into the steel in a prominent place, usually the main beam in the main hatch. The port in which the Register has been issued is known as the Port of Registry or Home Port and is marked under the name of the vessel on the stern - however, during the present emergency when the identities of the vessels are being withheld, no names or Ports of Registry appear on the stern plate. Also specified in the Registry are the various tonnages, the ship's capacity, the description of the entire vessel from keel to truck in sufficient evidence that the vessel can be immediately identified by a Surveyor or, as the case may be, by any interested parties.

The Register is constantly used and asked for and is never removed from the vessel except when entering an American port or in rare instances foreign ports, in which case the Register is held by the Collector of Customs until the vessel has been lawfully cleared. The withholding of the Register assures the authorities that the vessel cannot and has not sailed, as it would be subsequently impossible for the Master to enter another port without this Register

The amount of tonnage dues is paid on the basis of measurements specified in the Register and the receipts for the same must be attached thereto. When a vessel arrives in an American port, the Register is presented along with other documents and retained until the vessel is cleared.

FUMIGATION CERTIFICATE AND CERTIFICATE OF DERATIZATION

The ship is nothing more or less than a floating house, and visits during its voyages ports and places of various climates. It loads and discharges cargo in ports where epidemics are prevalent due to the lack of sanitary conditions. Its internal structure and cargo are subjected to vermin which cause various types of diseases. The members of the crew are naturally exposed to these conditions, and the utmost of care should be exercised in the prevention of quarantinable or communicable diseases. Mosquitoes, bed-bugs, rats, and other vermin are a constant menace to health and living conditions aboard ship.

Ship Sanitation is one of the oldest public health services of our country and is maintained by the United States Public Health Service. Every vessel must be inspected by this Service, and there is issued, following satisfactory evidence of non-existing vermin a "Deratization Certificate", Deratization is a method prescribed by the Public Health Sanitary Engineers isolating certain parts of a ship to avoid the breeding of vermin and rodents.

There are various types of fumigation--hydrocyanic acid gas being the one most commonly used. The fumigation of a vessel is a dangerous procedure and the operation is under strict surveillance of the United States Public Health Service. When fumigation takes place the entire crew is ordered off the ship and only the fumigators are on board who plan the setting off of the deadly gases. When this has been accomplished they also leave the vessel and do not venture on board until the exposure has been completed and there is no danger. Tests are taken to insure safety. All the compartments which have been sealed (usually by the crew) are broken and fresh air allowed to permeate through the holds, and living compartments. Following an inspection the vessel is declared "All Clear" and the crew is allowed to return on board. After each fumigation a certificate is issued, and this certificate is valid for six months, unless for certain reasons another fumigation is ordered.

A Deratization Certificate takes the place of a Fumigation Certificate, though the vessel must be inspected at certain intervals, usually six months, to make certain that sanitary conditions have been maintained. It is assumed that, if such conditions have been sustained, and there is no evidence of

rat-life, the vessel will not require fumigation. However, there are exceptions to this, and the final decision as to whether or not a vessel requires fumigation rests entirely with the Quarantine Officer, a representative of the United States Public Health Service. The type of cargo, or the ports at which the vessel called may require the vessel's fumigation at the discretion of this officer. This is to safeguard our own public health by preventing the carriage of diseases which have been eliminated by constant vigilence on the part of our health officials.

Fumigation and Deratization Certificates are valid for six months, at which time the Deratization Certificate is renewed or the vessel fumigated. These certificates are required by law to be displayed in a conspicuous place and are an important part of the ship's documents. During the foreign voyage of the vessel they will be asked for by the Quarantine Officials of foreign ports as satisfactory evidence of the ship's sanitary condition. Although this document is not required for a vessel to enter and clear port, it must be produced when asked for.

Upon the sanitary condition of the vessel depends whether or not that vessel is permitted to discharge cargo or passengers.

This permission is called a "Pratique" or a "Discharge from National Quarantine," and is issued by the Quarantine Officials. No vessel in the foreign trade is permitted to discharge passengers, crew, or cargo without it.

BILLS OF HEALTH

"A certificate attesting the state of health as to infectious diseases of a ship's company and of a port, given to a shipmaster at the time of departure is called a Bill of Health". In all ports throughout the world, especially those in the far and Middle East, and in most tropical ports many communicable diseases exist, and sometimes epidemics prevail. In certain ports diseases are constant, and at certain seasons of the year reach epidemical state due to the geographical location and proximity to swamp lands. In other ports the local governments, due to neglect and ignorance of modern sanitation, have no control over diseases, which are the result of unclean living conditions. To prevent the spread of diseases peculiar to certain localities the governments of the various nations issue Bills of Health, stating the kinds and number of infectious, communicable, and quarantinable diseases prevailing in the ports as well as the resultant deaths. All the governments are most co-operative and the data indicated on Bills of Health are the result of an honest survey of the local conditions. Bills of Health are issued by the Port Quarantine Doctor to departing vessels. He is usually vested with a good deal of authority. He also inspects incoming vessels and demands to review the Bills of Health from each port of call.

It is the duty of the Port Doctor to prevent the introduction of diseases, and the migration of rodents and pests likely to carry diseases into his country. He can make a physical inspection of crew and passengers, and of the sanitary condition of the vessel itself. He may demand the vaccination of both crew and passengers. He cannot, however, make a physical inspection of the cargo until such has been landed. Therefore, he depends on the integrity of the Port Doctor's report of the last port or ports that the vessel has visited. He depends on all the authenticated documents issued by other port officials and his action as to the vaccination, innoculation, or detention ofpersons aboard depends to a large extent on previous reports, namely, the Bill of Health.

When a vessel is arriving from a foreign port a yellow flag, the international code signal indicating that the ship is in quarantine, is displayed at the truck on the forward mast.

This flag is commonly known as the "Quarantine Flag". The vessel is considered in quarantine until the Port Doctor has completed his inspection and the flag is not downed until he has ordered the vessel released from Quarantine.

When the Doctor boards the ship he will first of all inspect the Bills of Health and inquire of the Master if there is any sickness on board. It is considered a serious misdemeanor to withhold any information from the Port Doctor. He may also ask to review the ship's manifest to satisfy himself that there is nothing in the cargo containing vegetable or animal matter from countries where germ-carrying insect pests exist. If there should be, the cargo may be subjected to further inspection before the importation is permitted, or it may be barred entirely. Some classes of cargo are fumigated before delivery can be effected. Cotton, for instance, imported into the United States from the Orient, must be fumigated by an authorized agency under the supervision of the Quarantine Officials.

In case the vessel has proceeded from a port where an infectious disease exists, the Port Doctor will make a very minute inspection of the crew and passengers. If conditions are satisfactory, and there is no evidence of infection he will cause the "Yellow Flag" to be hauled down and the vessel is released from quarantine. If the vessel has proceeded from a non-infected port the inspection is a routine matter before the "Yellow Flag" is hauled down. Pratique is then granted, and the vessel will proceed to her dock or anchorage and land passengers or discharge cargo.

If, on the other hand, there is evidence of disease on board, the infected persons will be isolated. To establish better control of infected persons, isolation is generally maintained ashore in what is known as a Quarantine Station. It is very uncommon these days to isolate an entire ship's company or hold a vessel in quarantine. The quarters occupied by the infected persons will be fumigated or, if the Port Doctor sees fit, he will order the entire vessel fumigated. During this period the vessel will be in quarantine. If there is a doctor or hospital corps man regularly attached to the vessel or if the Master has exercised wisdom, the infected person or persons should have been placed in isolation before the arrival of the vessel in port. This procedure will greatly assist the Port Doctor in deciding what action to take in regard to the rest of the crew and/or passengers, and will hasten the release of the vessel from quarantine, thereby

saving time and money in the general operation of the vessel.

Generally speaking we can say there are two kinds of Bills of Health: a local Bill of Health and a consular Bill of Health.

A local Bill of Health is issued by the local Port Doctor for a designated area certifying to the health and sanitary conditions in that area. This local Bill of Health together with those received from ports previously visited are shown to the port doctor at the next port visited but are not turned over to him.

The local Bill of Health issued in an American port is called a Port Sanitary Statement, and is issued by the United States Public Health Service. This document enumerates the kinds of contagious diseases and number of deaths resulting therefrom, in the designated area.

A second kind of Bill of Health in general use is a consular Bill of Health. This is issued by the consular representative of the country to be visited by the ship. It is an attempt to secure more accurate information. The consular officer usually obtains the data concerning the health and sanitary condition from the local health authorities. Sometimes a medical officer is a permanent member of the consulate. If such is the case, he functions in conjunction with the local health authorities.

This consular Bill of Health procedure is as follows: If a vessel is proceeding to Kingston, Jamaica, the British consul at the port where the voyage originates will issue a consular Bill of Health.

The United States government in order to secure as accurate information as possible through their consuls, has set up quite an elaborate procedure. Every vessel, whether of foreign or American registry, must procure from the American consul at the foreign port where the vessel calls, a consular Bill of Health. In order to obtain a Bill of Health from an American consul, the Master of the vessel or his representative usually presents himself at the consulate, and furnishes the consul with certain memoranda pertaining to health conditions in ports previously visited, number of passenger and crew members taken aboard, source of water supply, etc. The Bill is then issued in duplicate.

The American Consular Bills of Health are to be kept in chronological order and presented at the first American port of call. They should never be relinquished at other than American ports, though they may be reviewed by some local doctors in which case they are never removed from the vessel. If there is no American Consul at a particular port where the vessel calls, the local Bill of Health issued by the Doctor at that port will suffice for presentation to the Port Doctor at the first American port of call. However, this fact has to be sworn to by the Master of the vessel at the American Port of arrival.

Let us look at the procedure involved for a ship that leaves New York, visits several South American countries, and returns to New York.

Before Leaving New York

1. Secure a Port Sanitary Statement from Custom House.

2. Secure a consular Bill of Health from the consul representing every country at which the ship will visit.

Arrival at each port enroute, let us take Barranquilla, Columbia, for example:

1. Present to the Port Doctor the consular Bills of Health received from the Colombian consuls at every port previously visited including New York.

2. Present to the Port Doctor the local Bill of Health from every port in which there was no Columbian consul.

3. Secure a local Bill of Health from the Port doctor.

4. Secure a consular Bill of Health from the consuls of every country you expect to visit.

5. Secure a consular Bill of Health in duplicate from the American consul.

Back in New York

1. Present the original of all the American consular Bills of Health received at every port visited, plus the local Bill of Health from every port in which there was no American consul.

2. Present the duplicate copy of all the American consular Bill of Health to the Custom House, where the Master swears that there was no American consul in the ports in which he did not receive an American consular Bill of Health.

We have endeavored to outline the basic procedures of obtaining Bills of Health. The routine procedure of obtaining American bills of health and their distribution is clearly outlined and no difficulties should be encountered. Every government which uses the consular Bill of Health has patterned their method after that of the American System. However, since there are so many governments in the world there are exceptions and a hard and fast rule cannot be included in these instructions. Therefore, it will be wise for the ship's clerk to find out from the steamer's agent what Bills of Health will be required in the countries to be visited. Failure to obtain any of the necessary documents reflects on the ship's clerk.

UNITED STATES OF AMERICA
PORT SANITARY STATEMENT

Port of NEW YORK., N.Y.

Number of cases and deaths from quarantinable diseases reported occurring in this port during the two weeks ending NOVEMBER 21, 1942

QUARANTINABLE DISEASES	NUMBER CASES	NUMBER DEATHS	REMARKS[1]
Plague	0	0	
Cholera	0	0	
Yellow fever	0	0	NO QUARANTINABLE DISEASES IN EPIDEMIC FORM EXIS T IN THIS PORT AT PRESENT.
Typhus fever (ENDEMIC)	1	0	
Smallpox	0	0	

[1] State under "Remarks" measures taken for protection of port from quarantinable diseases and early detection of infection therewith—*i. e.*, rat examination and extermination, prevalence of *stegomyia calopus*, character of public water supply and sewage disposal, etc.

Number of cases and deaths from communicable diseases reported occurring in this port during the two weeks ending NOVEMBER 21, 1942

COMMUNICABLE DISEASES	NUMBER CASES	NUMBER DEATHS	REMARKS[1]
Cerebrospinal meningitis (epidemic)	16	6	
Diphtheria	28	1	
Chicken pox	185	0	
Encephalitis (epidemic)	0	1	
Gastro intestinal enteritis	0	17	
Influenza	28	1	NO COMMUNICABLE DISEASES IN EPIDEMIC FORM EXIST IN THIS PORT AT PRESENT.
Leprosy	1	0	
Pneumonia	512	121	
Poliomyelitis (anterior)	1	0	
Scarlet fever	246	0	
Septic sore throat	3	2	
Typhoid fever	5	1	
Tuberculosis (pulmonary)	398	112	

[1] State under "Remarks" any condition affecting public health which exists in the port.

The present officially estimated population of this port is 7,573,000

Given under my hand and seal to the ____ S. S. ____

of ____ this ____ day of ____, 19____

[SEAL]

Robert Olesen

Chief Quarantine Officer, U. S. Public Health Service.

16—11888

U. S. GOVERNMENT PRINTING OFFICE

UNITED STATES OF AMERICA

PORT SANITARY STATEMENT

Port of _____

Name of vessel _____

Date of issue _____

16—11888

IMMIGRATION

The Bureau of Immigration in the United States controls the movements of aliens into and out of the country. The Bureau of Immigration functions under the Department of Justice, and is administered by an official known as the Commissioner, of Immigration and Naturalization. The immigration regulations are created from laws of the United States passed by Congress. These regulations cover a vast amount of detail, and are changed from time to time to conform with changing conditions of world migration. The Bureau of Immigration is entirely separate from that of the Customs, Quarantine Supervision, or other government agencies. The Immigration Bureau is responsible for the admittance of all aliens into the country, controls their movements after admittance, and upon its decision rests the responsibility of whether or not an alien applying for American Citizenship is eligible. It has the authority to order deportation proceedings for persons likely to become public charges, or persons convicted of a crime, and in general, persons likely to menace the American code of living.

Alien crew members arriving in the United States for the first time are subjected to a rigid examination by the Immigration Inspectors, who come aboard following inspection by the Quarantine Officials, upon the vessel's arrival from a foreign port.

These inspectors are responsible for the acceptance or rejection for any alien passenger or crew member seeking admission into the United States. However, if there is a doubtful case, and the Inspector does not want to assume the entire responsibility of denying entry to a person, the applicant is held for examination by a Board of Special Inquiry composed of three Inspectors.

In spite of all the privileges extended to him, the alien seaman is subject to all regulations in force and there are no exceptions:

1. He must be in good health and not have any contagious or infectious disease.

2. He must be able to read and write.

98-6

3. He must never have been deported from the United States.

4. He cannot have a prison record.

5. He must never have been convicted of any crime.

6. He cannot belong to any political party which advocates the overthrow by force or violence the United States.

7. He is not a member of any subversive group.

Immigration Regulations in regard to the immigration status of a seaman vary, but an Act of the Bureau definitely provides that a bona-fide seaman serving as such on a vessel arriving at the United States and seeking to enter the United States temporarily, solely in the pursuit of his calling as seaman, is a non-immigrant. Defined, this means a person not intending to live permanently in the United States and one not seeking to become a citizen. An alien seaman who arrives in the United States and is discharged from his ship and intends to sign on another vessel is extended the courtesy to re-ship within a reasonable length of time.

In shipping alien seamen at foreign ports it cannot be too strongly emphasized that the utmost care must be taken to be sure of the admissibility of the man into the United States. A seaman may be signed on at a foreign port only to replace a man who has quit the ship by desertion, by sickness, signed off by mutual consent, or by death.

Transportation companies are held directly responsible for accepting passengers and or crew members who would not be admissible. Therefore, it is quite obvious that Masters and other officers of vessels, in signing on alien seamen or accepting passengers for transportation to the United States, should have some knowledge of the fundamentals of Immigration Regulations, and their application to individual cases. In pre-war days the steamer agents, and especially those agents booking passengers, were thoroughly acquainted with the Immigration Regulations applicable to each country into which the passenger sought admission, and assumed the responsibility in each case. In the case of accepting crew members these agents usually passed on the admissibility of the individual. However, this did not release the Master from any responsibility.

It is the sole responsibility of the Steamship Company to return aliens who are not admissible to the original port of embarkation in the foreign country, The rule applies to crew men and passengers alike. If it should occur that the vessel is not returning to this port, all expenses while the alien is being detained in the United States and transportation to his port is for the account of the Steamship Company. The Steamship Operator therefore places such responsibility on the Master, who must naturally use discretion in selecting seaman at foreign ports. Immigration fines for infraction of laws or regulations are imposed quite frequently--such as leaving the name of an alien off the manifest, failure to produce a seaman, failure to have crew list visaed, misspelled names, etc.

The only manifest required by the Bureau of Immigration is a Form known as "List of Aliens Employed on the Vessel as Members of the Crew" - Form 480. All vessels arriving at an American port must prepare this list to be in readiness for the Immigration Inspector when he comes on board. Although this list has been specifically made for aliens, the Bureau demands that all members of the crew be shown on this list, whether aliens or American citizens. The purpose of this list is to provide the Inspector with a means of controlling the entry of all persons on board. Every officer and member of the crew must muster before this Inspector.

In connection with the preparation of this manifest a crew landing card is prepared also. No member of the crew is permitted ashore unless he has passed the Examining Inspector, and this card has been properly stamped or approved by the inspector. The entire responsibility for retaining men on board for the immigration inspection rests with the vessel, therefore there is usually stationed on the gangway a member of the crew or a guard employed by the Steamship Operator, whose duty it is to collect from the crew these cards and verify the fact that they have been rubber-stamped "Passed for Landing".

If any of the crew members are no. passed for landing, and in the opinion of the Inspector are to be detained on board, he will issue an order to the Master to detain certain men on board for further examination or to deliver them to the Port Immigration Station. This notice is signed and acknowledged by the Master or his Chief Officer. In case this order is violated and the men abscond or no effort is made to retain them, there is a fine levied against the vessel, which must be paid before her next sailing.

It is important to remember that a person should never be signed on as a "workaway", once a common practice. The reason for this is obvious as a workaway is generally construed to mean a person coming to the United States for the purpose of seeking employment or labor. This is prohibited by law.

Foreign governments have established their own method of controlling immigration, which are more or less patterned on the same principles. You will find that upon arrival at a foreign port, the immigration officer will function about the same as the Immigration Inspector in the United States. A landing card will be issued to each crew member, which will be compared with the Crew List by an Inspector, and approved for permission to land. In Latin countries there is generally an Immigration Guard stationed at the gangway who checks with a duplicate list each crew-member when leaving and returning, to the ship.

In the United States and most European countries, attached to the Immigration Department is a medical officer. It is this Doctor's duty to examine the physical and mental state of each alien crew member. The Immigration Doctor should not be confused with the Quarantine Doctor whose function is entirely apart, in as much as Quarantine covers communicable diseases and the sanitary condition of the vessel as well.

After the vessel has arrived and either "paid off" or "discharged" her crew, there must be prepared before the sailing of the vessel a form known as "Statement of Master of Vessel Regarding Changes in Crew Prior to Departure". This form must be submitted to the Immigration Department before sailing. The following is the information listed on this form #489: (1) Deserting Seamen, (2) Seamen left in hospital, (3) Seamen discharged, (4) Seamen signed on at the port. The purpose for this form is to keep the Immigration authorities informed of any changes in the crew and ultimately establish control of such men and their whereabouts. For instance, should a vessel arrive with ten aliens in her crew and only five of them sail again and the remaining five do not ship again, the first five should be reported as signed on seamen at the port, and the others reported as either deserted or discharged. If any new crew members are shipped, they should be listed as seamen signed on at this port. Should any further changes occur in the crew after this report has been submitted, a supplementary list should be prepared and sent by mail to the Immigration Department and a copy sent to the ship's Agents.

STATEMENT OF MASTER OF VESSEL REGARDING CHANGES IN CREW PRIOR TO DEPARTURE

PORT OF _____

_____, 19____

I, master of the _____ (Nationality) S. S. _____ from port of _____, hereby certify that the following is a complete record of all changes in the personnel of the crew of said vessel since arrival at this port:

Total crew at time of arrival . . . . . _____ Number of seamen deserted . . . . . _____

Number of seamen discharged . . . . . _____ Seamen left in hospital (or died) . . . . _____

Number of seamen signed on at this port . . _____ Total crew this date . . . . . _____

The above-named vessel arrived at this port _____, 19____, consigned to _____; is now lying at _____, and is expected to sail _____, 19____, for _____ via United States port of _____ First port of call in United States this voyage was _____

Following is a detailed and accurate statement of all changes in crew:

DESERTING SEAMEN

Name	Age	Nationality	When and where signed on

16—17887

SEAMEN LEFT IN HOSPITAL

Name	Age	Nationality	When and where signed on	Sickness

DISCHARGED SEAMEN

Name	Age	Nationality	When and where signed on

[CONTINUED ON NEXT PAGE]

DISCHARGED SEAMEN—Continued

Name	Age	Nationality	When and where signed on

16—17387

SEAMEN SIGNED ON AT THIS PORT

Name	Age	Nationality	Name	Age	Nationality

I acknowledge this reference to section 36 of the Immigration Act of February 5, 1917, imposing a fine of $10 for each change in crew not reported by me. I certify on honor that the foregoing is a complete and accurate report, and that, should any additional changes in crew occur before my vessel sails from this port, I will report such changes to the immigration authorities.

Master.

EXTRACT FROM IMMIGRATION ACT OF FEBRUARY 5, 1917

SEC. 36. That upon arrival of any vessel in the United States from any foreign port or place it shall be the duty of the owner, agent, consignee, or master thereof to deliver to the principal immigration officer in charge of the port of arrival lists containing the names of all aliens employed on such vessel, stating the positions they respectively hold in the ship's company, when and where they were respectively shipped or engaged, and specifying those to be paid off and discharged in the port of arrival; or lists containing so much of such information as the Attorney General shall by regulation prescribe; and after the arrival of any such vessel it shall be the duty of such owner, agent, consignee, or master to report to such immigration officer, in writing, as soon as discovered, all cases in which any such alien has illegally landed from the vessel, giving a description of such alien, together with any information likely to lead to his apprehension; and before the departure of any such vessel it shall be the duty of such owner, agent, consignee, or master to deliver to such immigration officer a further list containing the names of all alien employees who were not employed thereon at the time of the arrival but who will leave port thereon at the time of her departure, and also the names of those, if any, who have been paid off and discharged, and of those, if any, who have deserted or landed; and in case of the failure of such owner, agent, consignee, or master so to deliver either of the said lists of such aliens arriving and departing, respectively, or so to report such cases of desertion or landing, such owner, agent, consignee, or master shall, if required by the Attorney General, pay to the collector of customs of the customs district in which the port of arrival is located the sum of $10 for each alien concerning whom correct lists are not delivered or a true report is not made as above required; and no such vessel shall be granted clearance pending the determination of the question of the liability to the payment of such fine, and, in the event such fine is imposed, while it remains unpaid; nor shall such fine be remitted or refunded: *Provided*, That clearance may be granted prior to the determination of such question upon deposit of a sum sufficient to cover such fine.

U. S. GOVERNMENT PRINTING OFFICE 16—17387

Form I-418 (Old Form 522)
U. S. DEPARTMENT OF JUSTICE
IMMIGRATION AND NATURALIZATION SERVICE

Sheet No. _____

LIST OR MANIFEST OF ALIENS EMPLOYED ON THE VESSEL AS MEMBERS OF CREW

Required under Act of Congress of February 5, 1917, to be delivered to the United States immigration officer by the representatives of any vessel having such aliens on board upon arrival at a port of the United States

Vessel _____, *arriving at* _____, 19....., *from the port of* _____

(1) No. on list	(2) Whether member of crew on last voyage to U.S.	(3) NAME IN FULL: Family name	(3) NAME IN FULL: Given name	(4) Length of service at sea	(5) Position in ship's company	(6) SHIPPED OR ENGAGED: When	(6) SHIPPED OR ENGAGED: Where	(7) Whether to be discharged at port of arrival	(8) Whether able to read	(9) Age	(10) Sex	(11) Race*	(12) Nationality	(13) Height	(14) Weight	(15) Physical marks, peculiarities, or disease	(16) REMARKS (Including statement whether alien ever entered, deported from United States, and if so, whether permission to reapply has been obtained)	(17) Action of Immigrant Inspector (This column for use of Government officials only)
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Line _____

Owners _____

Local Agents _____

_____
Immigrant Inspector.

*See list of races on back hereof.

NOTE.—Failure to furnish full or correct information in columns (3), (5), (6), and (7) is punishable by a fine of ten dollars for each alien. See other side.

12—22849

AFFIDAVIT OF THE MASTER OR COMMANDING OFFICER, OR FIRST OR SECOND OFFICER

I, ..., of the ....., do declare that the foregoing is a full and true list of all the crew brought in said vessel from any port or place during her present voyage. I have noted the copy of section 36 of the Act of February 5, 1917, extract from subdivision B, rule 7, and copy of sections 19 and 20, Act of May 26, 1924, which appear below.

Master, First or Second Officer.

Sworn to before me this ..... day of ....., 19....

Immigrant Inspector.

16—13340

IMPORTANT NOTICE TO MASTER

The list described below shall be prepared on blank forms approved by the Department and be ready for delivery to the immigration inspector boarding the vessel at the port of arrival, and shall in no instance be taken from the vessel. The list of changes of alien members of crews (Form 689) shall not be retained on board, but shall be delivered by the master to the principal immigration officer at the port. When an arriving seaman is a "workaway" a notation to that effect should be made on the manifest.

EXTRACT FROM ACT OF CONGRESS OF FEBRUARY 5, 1917

SEC. 36. That upon arrival of any vessel in the United States from any foreign port or place it shall be the duty of the owner, agent, consignee, or master thereof to deliver to the principal immigration officer in charge of the port of arrival lists containing the names of all aliens employed on such vessel, stating the positions they respectively hold in the ship's company, when and where they were respectively shipped or engaged, and specifying those to be paid off and discharged in the port of arrival; or lists containing so much of such information as the Secretary of Labor shall by regulation prescribe; and after the arrival of any such vessel it shall be the duty of such owner, agent, consignee, or master to report to such immigration officer, in writing, as soon as discovered, all cases in which any such alien has illegally landed from the vessel, giving a description of such alien, together with any information likely to lead to his apprehension; and before the departure of any such vessel it shall be the duty of such owner, agent, consignee, or master to deliver to such immigration officer a further list containing the names of all alien employees who were not employed thereon at the time of the arrival but who will leave port thereon at the time of her departure, and also the names of those, if any, who have been paid off and discharged, and of those, if any, who have deserted or landed; and in case of the failure of such owner, agent, consignee, or master so to deliver either of the said lists of such aliens arriving and departing, respectively, or so to report such cases of desertion or landing, such owner, agent, consignee, or master shall, if required by the Secretary of Labor, pay to the collector of customs of the customs district in which the port of arrival is located the sum of $10 for each alien concerning whom correct lists are not delivered or a true report is not made as above required; and no such vessel shall be granted clearance pending the determination of the question of the liability to the payment of such fine, and, in the event such fine is imposed, while it remains unpaid; nor shall such fine be remitted or refunded: *Provided*, That clearance may be granted prior to the determination of such question upon deposit of a sum sufficient to cover such fine.

EXTRACT FROM SUBDIVISION B, RULE 7

PAR. 6. Clearance shall not be granted any vessel until the lists required by section 36 of the Act of February 5, 1917, have been furnished, and not then unless notice of liability to the administrative fine prescribed by said section or to that prescribed by section 35 of said act having been served, the deposit specified in rule 23 has been made.

EXTRACT FROM ACT OF CONGRESS APPROVED MAY 26, 1924

ALIEN SEAMEN

SEC. 19. No alien seaman excluded from admission into the United States under the immigration laws and employed on board any vessel arriving in the United States from any place outside thereof, shall be permitted to land in the United States, except temporarily for medical treatment, or pursuant to such regulations as the Secretary of Labor may prescribe for the ultimate departure, removal, or deportation of such alien from the United States.

SEC. 20. (a) The owner, charterer, agent, consignee, or master of any vessel arriving in the United States from any place outside thereof who fails to detain on board any alien seaman employed on such vessel until the immigration officer in charge at the port of arrival has inspected such seaman (which inspection in all cases shall include a personal physical examination by the medical examiners), or who fails to detain such seaman on board after such inspection or to deport such seaman if required by such immigration officer or the Secretary of Labor to do so, shall pay to the collector of customs of the customs district in which the port of arrival is located the sum of $1,000 for each alien seaman in respect of whom such failure occurs. No vessel shall be granted clearance pending the determination of the liability to payment of such fine, or while the fine remains unpaid, except that clearance may be granted prior to the determination of such question upon the deposit of a sum sufficient to cover such fine, or of a bond with sufficient surety to secure the payment thereof approved by the collector of customs.

(b) Proof that an alien seaman did not appear upon the outgoing manifest of the vessel on which he arrived in the United States from any place outside thereof, or that he was reported by the master of such vessel as a deserter, shall be prima facie evidence of a failure to detain or deport after requirement by the immigration officer or the Secretary of Labor.

(c) If the Secretary of Labor finds that deportation of the alien seaman on the vessel on which he arrived would cause undue hardship to such seaman he may cause him to be deported on another vessel at the expense of the vessel on which he arrived, and such vessel shall not be granted clearance until such expense has been paid or its payment guaranteed to the satisfaction of the Secretary of Labor.

16—13340

LIST OF RACES OR PEOPLES

Albanian.	Latvian.
Armenian.	Lithuanian.
Bohemian.	Magyar.
Bosnian.	Manx.
Bulgarian.	Montenegrin.
Chinese.	Moravian.
Croatian.	Negro.
Cuban.	Pacific Islander.
Dalmatian.	Polish.
Dutch.	Portuguese.
East Indian.	Rumanian.
English.	Russian.
Estonian.	Ruthenian (Russniak).
Filipino.	Scandinavian (Norwegians, Danes, and Swedes).
Finnish.	
Flemish.	Scotch.
French.	Serbian.
German.	Slovak.
Greek.	Slovenian.
Hebrew.	Spanish.
Hercegovinian.	Spanish-American.
Irish.	Syrian.
Italian.	Turkish.
Japanese.	Welsh.
Korean.	West Indian (except Cuban).

16—13340

Alien Seamen's Passports: Before a seaman is signed on at a foreign port he must have in his possession a valid passport or travel document. This document is surrendered to the Immigration Officer by the seaman at the time of entry, and returned to him on personal application at the time of departure. If the vessel proceeds to another port or ports in the United States before sailing foreign, the travel document or passport is forwarded to the Immigration office at the final port of call for delivery to the seaman there. Seamen who fail to claim such documents *will not be permitted to sail.* At some time before departure the members of the crew are generally mustered by an Immigration Inspector and are required to present their passports. If any member of the crew is an alien, or an American citizen not in possesion of a passport, difficulties will arise, and the man will not be permitted to sail. In the case of an alien seaman, he is subject to arrest.

MANNING LISTS AND SELECTION OF CREW

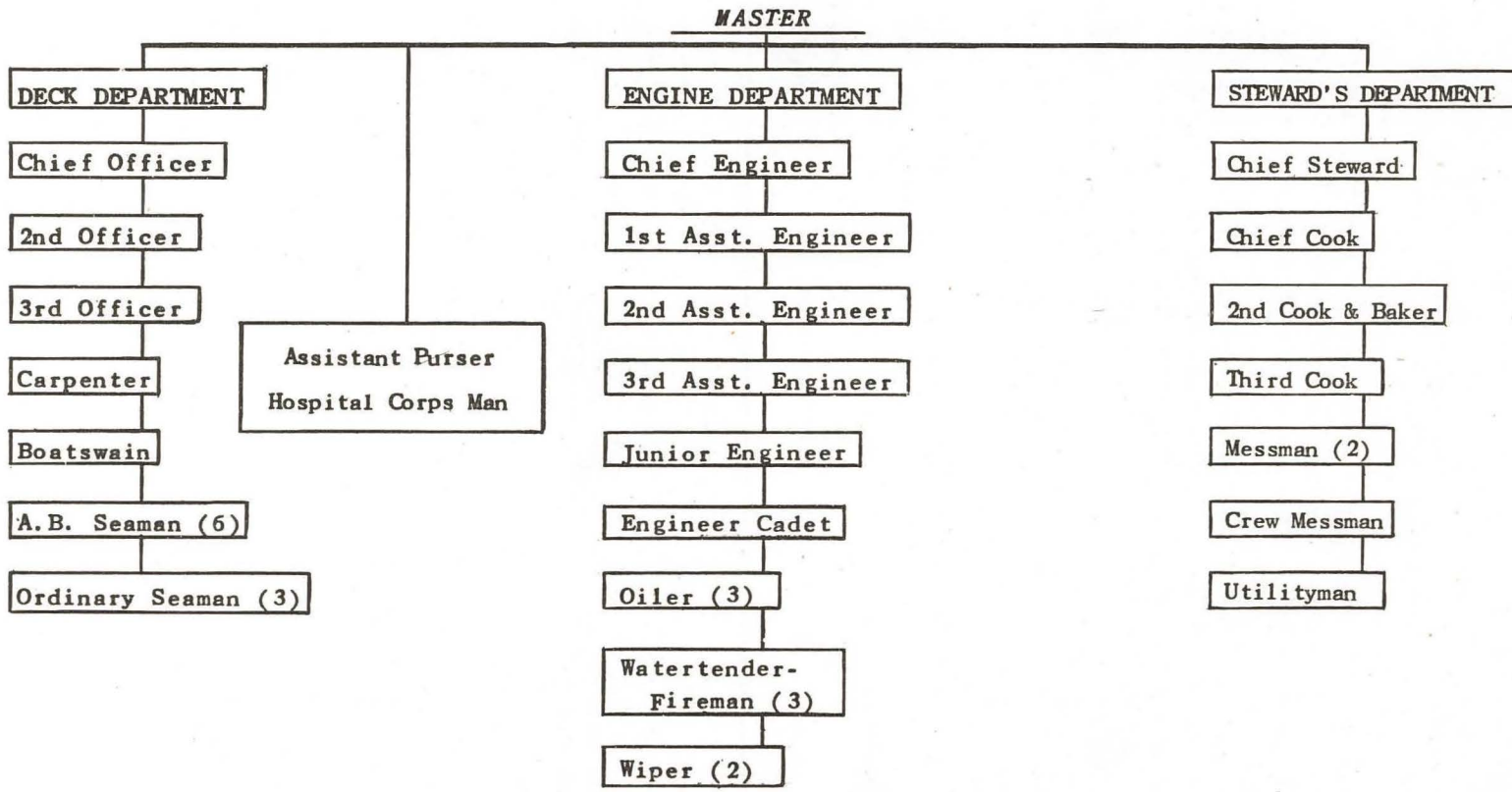
During the process of construction, or while the vessel is nearing completion, the owners as a general rule, appoint the Master and heads of departments, viz., the Chief Officer, Chief Engineer, and the Chief Steward to familiarize themselves with that part of the vessel in which each department head is interested.

The Manning List of the vessel is prepared from the "Certificate of Inspection" and defines how many men will be required to man the vessel. The administration of the vessel is divided into three departments, (see attached chart). For the purpose of safe navigation one of the essentials is that the vessel must be manned by a sufficient number of officers and men in accordance with lawful requirements. If the owners or operators desire for the purpose of convenience to place more than the required number on board, there is no objection, provided, of course, there is ample lifeboat capacity and sufficient life-saving equipment to take care of the excess of the crew.

The Chief Officer or First Mate, as he is sometimes called, heads the Deck Department. Included in the Deck Department are the watch officers, navigators, and seaman. Under the supervision of the Chief Officer is the care and upkeep of the outer part of the vessel, cargo holds and cargo gear, the stowage of cargo, and the navigation. Under his supervision the Second Officer is entrusted with the securing of charts and the actual navigation, and the various navigation instruments - compass, chronometers, log books, etc. The Chief Officer is next in command after the Master and should the Master be disabled or incapacitated, the Chief Officer assumes the responsibilities of Master. On large passenger and cargo vessels the Chief Officer is not required to stand a watch, but on cargo ships he stands his watch and also administers the functioning of the Deck Department, as well.

The Chief Engineer Heads the Engine Department. The Engine Department is chiefly concerned with the propulsion of the ship, the main engines, and all its auxiliaries. The care of all mechanical equipment on the vessel, including the repair and upkeep of cargo winches, electrical equipment, refrigeration, sanitary lines, and the supervision of the water supply are under the jurisdiction of the Chief Engineer. He is the second highest paid officer on board.

ORGANIZATION CHART FOR LIBERTY SHIPS



The Chief Steward heads the Steward's Department and victuals the officers and crew. He sees that quarters are clean and made up properly, and is virtually in charge of the galley, mess rooms, officers' and crew's quarters, commissary equipment, and food stores.

All of these department heads report to the Master and are of course under his immediate jurisdiction. The Master being primarily a navigator and skilled in the handling of ships, attains his position from the ranks of the Deck Department. It is, therefore, the custom on ships that the Deck Department has precedence, then the Engine Department, followed by the Steward Department. The Master is in supreme command and is at all times responsible for his ship, cargo, and crew. He receives his orders direct from the head of the Operating Department or his agents transmitted through the head office, with the approval of the U.S. Navy during the present emergency.

There are many and varied laws, and regulations promulgated thereunder having the force of law, concerning the operation of ships, and from the commencement of the voyage until the end, the whole operation is under the jurisdiction of the maritime laws of the United States. Everything must be done according to law, and in order to successfully command a vessel the Master must have a general knowledge of the important phases of the law. As the Ship's clerk you will be expected to understand these laws which relate to the preparation of papers and handling of crews, so that you can ably assist the Master or any department head.

When the vessel has been delivered to the operators, the heads of departments, through the office of ships' personnel ashore, will hire the various members of the crew. During the interim from date of delivery to a day or so before sailing the crew is not signed on, as will be explained later, but hired pro-tem, until the vessel is ready for sea. The individual crew members will be sent aboard, reporting to their respective heads. Therefore, a method must be set up to record the men's straight time and also overtime. During this period, a port payroll must be prepared, and the time ends the day before the crew signs on. Port payrolls are usually paid weekly. An accurate record must be kept, and unless this is done properly a great deal of confusion will take place at the payoff. The heads of departments keep this time, but due to the fact that there is so much for the department heads to do concerning their own departments, the Clerk will serve his own needs much better if he will contact these officers daily, seeing that the time of every crew member is properly taken up for pay when he comes on board.

Port pay is prepared a day or so before the vessel signs on. The payroll is prepared from the Time Book, and a day and hour set for pay. Although the department heads are responsible for each of his crew member's time, the Clerk-Typist or Master makes up pay rolls and pays off; you will find that you will save time and much extra work if you work in close harmony with the ship's departments, assisting them to record the crew's time. If it occurs that a seaman's time has been taken up improperly, the Department Head will authorize the adjustment and the labor of preparing supplementary payrolls will be yours. Various operators have inaugurated different methods of paying off, but a standard procedure followed by most companies is as follows:

1. A ship's Master or his Clerk prepares the payroll and list of various denominations of money required.

2. The payroll is taken to the Accounting Department for audit.

3. The Master either goes to the bank with a check drawn in his favor to draw the amount required to pay the crew, or the money is sent to the ship by an armored truck service.

4. When the crew has been paid and there is a balance left over, because of the non-appearance of some individual, this balance together with the signed copy of the payroll is returned to the accounting office, with an accompanying list of unpaid amounts.

This is a general procedure and is in no case to be interpreted as a hard and fast rule. At the time of joining a vessel it would be advisable to inquire as to the company's procedure, thereby avoiding last minute confusion and extra labor.

SIGNING ON OF CREW

The signing of Ship's Articles for the voyage usually takes place a day or so before the vessel sails - sea pay commences on this day, and the port payroll is terminated the day before. Assuming that the vessel's complement is complete, and the officers and unlicensed personnel selected and ready to sign on, the Personnel Department of the steamship operators (or Shipping Masters) will arrange with the office of the United States Shipping Commissioner for a Deputy Shipping Commissioner to be on board at a specified time for the shipping of the crew. The shipping law covering the employment of seaman is very intricate. Volumes have been written about it and Congress is continually making amendments to the law. It is the basis of many law suits, and should be well understood by all shipmasters and their officers. Ignorance of the rights of seamen, as well as the rights of owners, has caused endless controversies and waste of time and money.

The terms of the Ship's Articles are stated in the law no matter what the nature of the voyage may be. The law requires that the crew be signed on before the Shipping Commissioner when the voyage is from a port in the United States to any foreign country and when the voyage is from a port on the Atlantic Coast to a port on the Pacific Coast, or vice-versa. These voyages are referred to in practice as foreign voyages. The Law does not require that the crew be signed on before the Shipping Commissioner when the voyage is coastwise, and on voyages from the United States to British North American possessions, Mexico, and West Indies, provided that no other foreign countries are touched on such voyages. These voyages are referred to in practice as domestic voyages. Where the crew is not signed on before the Shipping Commissioner, the law requires that the Master discharge the crew. If the seaman does not have a Continuous Discharge Book, the Master makes out the Certificate of Discharge in triplicate, (Form 718A), gives the seaman the original, and the duplicate and triplicate go to the Shipping Commissioner at the point of discharge. Where the seaman has a Continuous Discharge Book, the Master makes an entry of the seaman's discharge in his book and in addition makes out a form known as "Record of Entry in Continuous Discharge Book", (Form 718E), in duplicate, which copies go to the Shipping Commissioner at the point of discharge. Form 735T, "Record of Personnel Employed and Discharged Without Presence of Shipping Commissioner", lists all such personnel and is made out in duplicate and accompanies the copies given to the Shipping Commissioner of the Certificate of Discharge and Record of Entry in Continuous Discharge Book.

THE UNITED STATES OF AMERICA
DEPARTMENT OF COMMERCE
BUREAU OF MARINE INSPECTION AND NAVIGATION
SHIPPING SERVICE

REPORT OF SHIP PERSONNEL NOT SHIPPED OR DISCHARGED BEFORE A UNITED STATES SHIPPING COMMISSIONER

983

Persons composing the crew of the S. S. _____ Official number of ship _____ Voyage No. _____

Port of _____ Date _____ Description of voyage _____ (Great Lakes, coastwise, or nearby foreign)

Owner or operator and address _____ Master _____ (Name of master, in full, and serial license number)

Line No.	Christian Names and Surname in Full of Each Member of the Crew	Book or Certificate of Identification No.	License, Certificate of Registry, Service, or Efficiency No.	Age	Citizen or Subject of—	Capacity in Which Engaged	Date and Place of Engagement	Date and Place of Discharge
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Line No.	Christian Names and Surname in Full of Each Member of the Crew	Book or Certificate of Identification No.	License, Certificate of Registry or Service and Efficiency No.	Age	Citizen or Subject of—	Capacity in Which Engaged	Date and Place of Engagement	Date and Place of Discharge
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CITIZENSHIP REQUIREMENTS

	Subsidized Passenger Vessels (90-percent Americans including licensed officers) (Aliens may be employed only in steward's department)	Subsidized Cargo Vessels (100-percent Americans)	Nonsubsidized Vessels (75-percent Americans excluding licensed officers)
	Number	*Number*	*Number*
Native-born citizens			
Naturalized citizens			
First papers			
Admissible aliens			
Percentage American citizens	%	%	%

Seamen claiming American citizenship but who have not presented documentary evidence of such citizenship and whose continuous discharge book or certificate of identification shows a question mark with reference to citizenship shall not be employed except within the percentage of aliens authorized.

1. I have entered into an agreement with the crew as required by law.
2. Not less than 65 percent of the deck crew exclusive of licensed officers are of a rating not less than able seaman.
3. Not less than 75 percent of the crew in each department are able to understand any order given by officers of the vessel.
4. Number of lifeboatmen is in accordance with certificate of inspection; every lifeboatman possesses a certificate of efficiency.
5. Every member of the crew possesses a license, certificate of registry, or certificate of service, for the rating in which he is employed.

I hereby certify that all of the above entries and statements on this form are true to the best of my knowledge and belief.

Master.

Note.—The master should strike out the inapplicable sentences in the above.

The Shipping Articles is a contract between the master and the seaman. The law requires that the Master act and sign the articles as agent for the Company or the ship owner. For the purposes of the law everyone on board is technically a seaman, including the officers, but excepting the Master, who is the sole representative of the owners. You should refer to page 588 in your seaman's manual for extracts from the laws. Briefly, the Shipping Articles contain the following terms to which both parties agree by setting their signatures in the space provided for that purpose:

1. Nature and approximate duration of the intended voyage, and the port or country at which the voyage is terminated.

2. The number and description of the crew, specifying their respective employments.

3. The time at which each seaman is to be on board and commence work.

4. The capacity in which each seaman is to serve (his job).

5. The amount of wages or rate of pay which each seaman is to receive

6. A scale of Provisions which are to be furnished to each seaman.

7. And any other regulations and/or disciplinary measures that may be agreed upon, provided these are not in conflict with the law, and both parties are willing to adopt them and make them part of the agreement.

8. Any allotment the men wish to make to relatives as provided by the Law.

Before the men are permitted to sign on they must pass a physical examination qualifying them for the job, and there are few exceptions to the rule. Men with any physical disability only inflict hardship on other members of the crew. These examinations are of a mutual benefit to the individual and the shipowner. It protects the individual from injury due to his physical weakness and the owner from any unwarranted law suits. Injuries received or sickness acquired generally results in law suits and endless litigation.

Passports - Every seaman must have in his possession a Seaman's Passport. The Shipping Commissioner will not object to any seaman signing on who fails to present a passport, as this is not part of the jurisdictional duties of the Commissioner's Office. A representative of the United States Customs Department will muster the entire crew for the presentation of passports--those not having passports will not be allowed to sail. Therefore, in the interests of efficiency the Ship's Clerk should not allow any one to sign Articles unless he shows proof of having a passport or copy of the application filed with the Treasury Department. This applies to United States citizens. In the case of aliens, the clerk should follow the same procedure -- no one should be signed on unless in the possession of a valid passport. Aliens without passports should be reported to the office of the steamship operator at once.

At the signing on, each member of the crew appears before the Shipping Commissioner and signs three copies of the Articles, in some cases more. He must present a certificate of service, and in the cases of officers, his license also, his social security card or the number, a lifeboatman's certificate and a Seaman's Continuous Discharge Book or Identification Certificate. The latter states fully all the seaman's particulars: his name, age, date of birth, place of birth, his nationality, physical characteristics, etc. The number of each document is entered in a column on the Articles provided for this data. Before the men sign on there must be posted in a conspicuous place a copy of the shipping agreement which contains all provisions as provided for in the Articles, known as a "Forecastle Card", accessible to each member of the crew. Failure to post this Forecastle Card makes the Master liable to a fine of not less than $100. The purpose of this is to bring to the attention of each seaman and acquaint him with all terms of the voyage before he sets his name to the Articles. Any of the terms specified in the Articles other than lawful requirements, not agreeable to the seaman, should be settled before the seaman signs on, otherwise he will be bound by the exact terms of the Articles, provided of course, they conform with the Maritime Law.

When the entire crew have subscribed their signatures to the Articles and the Master has subscribed his name, the Shipping Commissioner affixes his signature. The Deputy Shipping Commissioner retains all three copies until such time as the Master is ready to clear. One of the purposes of this is to take care of, and sign any delinquent crew members who have failed to appear when the crew were signed on. Delinquents

NCG 704
April 1942

UNITED STATES COAST GUARD

FORECASTLE CARD

Notice is hereby given that section 4519 of the U. S. Revised Statutes (U. S. C., title 46, sec. 577) makes it obligatory on the part of the master of a merchant vessel of the United States, at the commencement of every voyage or engagement, to cause a legible copy of the agreement (omitting signatures) to be placed or posted up in such part of the vessel as to be accessible to the crew, under a penalty not exceeding ONE HUNDRED DOLLARS.

ARTICLES OF AGREEMENT BETWEEN MASTER AND SEAMEN IN THE MERCHANT SERVICE OF THE UNITED STATES

Required by act of Congress, title LIII, Revised Statutes of the United States (U. S. C., title 46, chap. 18)

Office of the U. S. Shipping Commissioner for the Port of ______________, 19____

IT IS AGREED between the master and seamen, or mariners, of the ______________ ______________ of which ______________ is at present master, or whoever shall go for master, now bound from the port of (1) ______________, to

____

____

____

____

and such other ports and places in any part of the world as the master may direct, and back to a final port of discharge in the United States, for a term of time not exceeding ______________ calendar months. (2)

GOING ON SHORE IN FOREIGN PORTS IS PROHIBITED EXCEPT BY PERMISSION OF THE MASTER

NO DANGEROUS WEAPONS (3) OR GROG ALLOWED, AND NONE TO BE BROUGHT ON BOARD BY THE CREW

SCALE OF PROVISIONS to be allowed and served out to the crew during the voyage in addition to the daily issue of lime and lemon juice and sugar, or other antiscorbutics in any case required by law

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Water	quarts	5	5	5	5	5	5	5
Biscuit	pound	½	½	½	½	½	½	½
Beef, salt	pounds			1¼		1¼		1¼
Pork, salt	pound		1		1		1	
Flour	pound	½		½		½		
Canned meat	pound	1			1			
Fresh bread	pounds	1½	1½	1½	1½	1½	1½	1½
Fish, dry, preserved, or fresh	pound						1	
Potatoes or yams	pound	1	1	1	1	1	1	1
Canned tomatoes	pound	½					½	
Peas	pint			⅓			⅓	
Beans	pint		¼		⅓			
Rice	pint		¼					⅓

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Satur day
Coffee (green berry)	ounce	¾	¾	¾	¾	¾	¾	¾
Tea	ounce	⅛	⅛	⅛	⅛	⅛	⅛	⅛
Sugar	ounces	3	3	3	3	3	3	3
Molasses	pint	½		½		½		
Dried fruit	ounces	3		3		3		
Pickles	pint		¼		¼		¼	
Vinegar	pint			½				½
Corn meal	ounces	4				4		
Onions	ounces	4				4		4
Lard	ounce	1	1	1	1	1	1	1
Butter	ounce	2	2	2	2	2	2	2
Mustard, pepper, and salt sufficient for seasoning.								

SUBSTITUTES

One pound of flour daily may be substituted for the daily ration of biscuit or fresh bread; two ounces of desiccated vegetables for one pound of potatoes or yams; six ounces of hominy, oatmeal, or cracke wheat, or two ounces of tapioca, for six ounces of rice; six ounces of canned vegetables for one-half pound of canned tomatoes; one-eighth of an ounce of tea for three-fourths of an ounce of coffee; three-fourtl of an ounce of coffee for one-eighth of an ounce of tea; six ounces of canned fruit for three ounces of dried fruit; one-half ounce of lime juice for the daily ration of vinegar; four ounces of oatmeal or cracke wheat for one-half pint of corn meal; two ounces of pickled onions for four ounces of fresh onions.

When the vessel is in port and it is possible to obtain the same, one and one-half pounds of fresh meat shall be substituted for the daily rations of salt and canned meat; one-half pound of green cabbag for one ration of canned tomatoes; one-half pound of fresh fruit for one ration of dried fruit. Fresh fruit and vegetables shall be served while in port if obtainable. The seamen shall have the option of accep ing the fare the master may provide, but the right at any time to demand the foregoing scale of provisions.

The foregoing scale of provisions shall be inserted in every article of agreement, and shall not be reduced by any contract, except as above, and a copy of the same shall be posted in a conspicuous place i the galley and in the forecastle of each vessel.

And the said crew agree to conduct themselves in an orderly, faithful, honest, and sober manner, and to be at all times diligent in their respective duties, and to be obedient to the lawful commands of th said master, or of any person who shall lawfully succeed him, and of their superior officers, in everything relating to the vessel, and the stores and cargo thereof, whether on board, in boats, or on shore; and i consideration of which service to be duly performed the said master hereby agrees to pay to the said crew, as wages, the sums against their names respectively expressed, and to supply them with provisio according to the foregoing scale. And it is hereby agreed that any embezzlement or willful or negligent destruction of any part of the vessel's cargo or stores shall be made good to the owner out of the wag of the person guilty of the same. And if any person enters himself as qualified for a duty which he proves himself incompetent to perform, his wages shall be reduced in proportion to his incompetency. An It is also agreed that if any member of the crew considers himself to be aggrieved by any breach of the agreement or otherwise, he shall represent the same to the master or officer in charge of the ship in a qui and orderly manner, who shall thereupon take such steps as the case may require.—U. S. C., title 46, section 713.

It is also agreed that (4) ______________

____

____

____

____

IN WITNESS WHEREOF the said parties have subscribed their names hereto on the days against their respective signatures mentioned.

______________, *Master, of* ______________
(Give address)

on the ______________ *day of* ______________, *19*________

The authority of the owner or agent for the allotments mentioned in these articles is in my possession.

____
Shipping Commissioner or Consular Officer.

The Shipping Commissioner or Consular Officer will sign if such authority has been produced and will strike out in ink if it has not.

1. Here the voyage is to be described, and the places named at which the ship is to touch; or, if that cannot be done, the general nature and probable length of the voyage is to be stated, and the port or country at which the voyage is t terminate.
2. If these words are not necessary they must be stricken out.
3. Sec. 4608, R. S. (U. S. C., title 46, sec. 710) prohibits the wearing of sheath knives on shipboard, and the master informs the crew of this law.
4. Here any other stipulations may be inserted to which the parties agree, and which are not contrary to law.

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SEAMAN'S ALLOTMENT NOTE*

(Act of June 26, 1884, Section 10, as amended—U. S. C., title 46, sec. 599)

NAME OF SHIP	NOW BOUND ON VOYAGE TO—

_____, 19____

One month after date, pay the sum of _____

dollars, part of the wages of _____

engaged to serve as _____ *in the above-named ship, to* _____ *his* _____

for _____ *and continue to make such payments monthly for* _____ *months.*

$_____

To _____, *Master.*

Payable at _____, *Seaman.*

Approved after examination of the allotment and of the parties to it as prescribed by law.

_____

U. S. C. G. Shipping Commissioner.

* It shall be lawful for any seaman to stipulate in his shipping agreement for an allotment of any portion of the wages he may earn to his grandparents, parents, wife, sister, or children, or for deposits to be made in an account opened by him and maintained in his name either at a savings bank or a United States postal savings depository subject to the governing regulations thereof.

U. S. GOVERNMENT PRINTING OFFICE 16—10377-1

are generally sent direct to the Shipping Commissioner with a letter of authority from the Master to sign on, provided of course, there is ample time to do so before the vessel sails.

Before the Sign-On, most operators provide the seaman with Information Slips containing the same information required for the preparation of the certified Crew List. As the men sign on, these slips are collected from the seaman by the Ship's Clerk or a person representing the Personnel Department of the steam ship operator. The Crew List is prepared from these forms. In instances where questionnaires or whatever the form may be called, are not furnished, the data for the preparation of the Official Crew List can be obtained from the Ship's Articles. Caution!- The information on the Official Crew List and Ship's Articles must be identical as they are checked for correctness when the Master clears at the Custom House. The Ship's Clerk should check the Crew List carefully before submitting it at the Custom House to avoid inconvenience and delay.

The certified Crew List contains the following information:

1. Full name of seaman.
2. Place of birth.
3. Citizenship.
4. Age.
5. Height
6. Color of eyes and hair.
7. Capacity in which employed on the ship.
8. Name and address of nearest kin.

This list must be presented in duplicate without erasure or interlineation, and the Collector of Customs will certify one copy which he retains and returns one to the Master, who will account for the persons named therein to the Collector at the first port of call in the United States touched at on the return voyage.

Upon returning from the voyage the Master of the vessel must exhibit the Crew List, (Form 710A) to the Customs Boarding Officer and produce the persons named therein. It is the duty of the Boarding Officer to examine the men with such list, and report the same to the Collector. The purpose of the list is to account for the seaman, and places the responsibility on the shipmaster to return to an American Port or port where the crew was shipped, all such seaman. In most American ports, the crew is mustered for inspection by the

Customs Boarding Officer, and any crew members absent must be accounted for. In New York, however, this is not the procedure, but the Master takes the Crew List to the Custom House when entering and swears to its correctness and exceptions if any. For instance, if a seaman is signed off at a foreign port, it must be done before an American Consul. This Consul presents the Master with a Certificate stating the amount of wages received, when and where signed off, and all other pertinent facts. This Certificate accounts for the absent member of the crew, one copy of which is attached to the Shipping Articles and the other to the Form 710A (Official Crew List). There are other Certificates also covering desertion, paid off on account of sickness, death, etc. The procedure covering Consular work will be discussed later.

In preparing Official Crew Lists a sufficient number of copies should be made to meet the requirements of steam ship operators. A number of copies are presented to the Naval authorities for their inspection and approval. The vessel will not be permitted to sail unless the individuals comprising the crew have the Naval authorities' approval. The Navy investigates each person, and if in its opinion, a person with subservient tendencies towards the war effort has been signed on, he will be taken off the ship and not allowed to sail. The Naval authorities are most diligent in this connection, and since the war have a vast amount of authority. At the present time, their authority exceeds that of all other government departments concerning crews on American vessels. They will not replace any men or suggest any, but have the right to order any one off a vessel if they see fit.

Seaman's War Risk Policy - Beneficiary Forms

On the following pages are two forms of instructions to Masters covering the issuance of "Certificate of Designation of Change of Beneficiary." Instructions "A" covering vessels signing on before Shipping Commissioners (Foreign Voyages) and Instructions "B" covering vessels signing on articles without a Shipping Commissioner (Domestic Voyages). Read them carefully.

SUMMARY OF INSTRUCTIONS

Inasmuch as the issuance of these beneficiary certificates has become effective very recently, there will probably be established by the various steamship companies different procedures. Until a procedure is firmly established, the Shipping Commissioner will furnish the Master with the above forms or they will have to be procured from the War Shipping Administration at 99 John Street, New York City. While the vessel is signing on, it will be your responsibility, unless the Steamship Operator designates a member of his personnel department to do so, to follow these instructions. Undoubtedly the steamship operators will organize their own method of procedure as to how the filling out of these beneficiary forms will be most expediently handled.

It is important to remember that whether the crew is signed on before a Shipping Commissioner or before the Master, the ship will be supplied with two Designation Books. One for the use of the Commissioner or other designated official, which will be used only when the crew signs on. The other book will be in custody of the Master for use after the vessel has sailed on her voyage in case the crew member wishes to change his beneficiary. For instance, if the seaman at the time of signing on has designated his mother as beneficiary, and wishes to change this to his wife as beneficiary, he may do so by filling out a new form, "Designation of Change of Beneficiary", which the Master witnesses and forwards to the War Shipping Administration, by the first mail. Another point to be remembered is this: When the crew signs on, that member of the crew is automatically insured by the WSA - all the crew member is asked to do is to name a beneficiary, and that is primarily the idea of the Designation Forms. Once a seaman has signed on and designated a beneficiary as prescribed in the Forms, the designation remains in force for all future voyages, despite changes in vessels or employers, thus obviating the necessity of making new designations every time a man signs on. The beneficiary never changes unless the seaman wishes to make this change, and the only responsibility of the vessel is to inquire of the seaman when he signs new articles, if he wishes to make a change, and to see that the forms are properly compiled, witnessed, and forwarded to the proper parties.

Finally, stress must be put on the necessity of informing the seaman, that any beneficiaries designated heretofore or prior to March 15, 1943, have no effect with respect to the Second Seaman's Policy. Every seaman signing on after March 15, 1943, must designate a beneficiary or beneficiaries and this designation will remain in force thereafter unless the seaman wishes to make a change in beneficiaries.

INSTRUCTIONS TO MASTERS OF AMERICAN FLAG VESSELS WITH RESPECT TO PROCEDURE TO BE FOLLOWED IN THE MATTER OF CHANGES OF BENEFICIARIES MADE BY CREW MEMBERS COVERED BY THE SECOND SEAMAN'S WAR RISK POLICY

Instructions "A"

The Maritime War Emergency Board has adopted a new seamen's insurance policy called the "Second Seamen's War Risk Policy" *which becomes effective as to all voyages the Articles for which are opened on or after 12:01 A.M. of March 15, 1943,* (in those cases in which Articles are not used, the date of the commencement of the voyage shall govern). Under this new policy seamen are given the right to change beneficiaries previously designated by them, provided they make such changes on the forms provided by the War Shipping Administration.

There has been placed on board your vessel a book of "Designation of Beneficiary Certificates." These books, bound in paper, are identical, except for size, in outward appearance and physical structure to the books used by U.S. Shipping Commissioners which contain "Discharge" certificates. These books are about 8" in width and 8-3/8" in depth and contain 50 sets of "Designation of Beneficiary Certificates." Each set consists of an original designation form and three copies. Each form in a set has a different color--the original is white with a greenish tint; the first carbon, blue sulphite; the second, pink; the third, yellow.

The original or white-green form is for the War Shipping Administration, 99 john Street, New York, New York. The first carbon (blue sulphite copy) is also for the War Shipping Administration, 99 John Street, New York, New York. The second carbon (pink copy) is for your vessels operator. The Third carbon (yellow copy) is for the insured crew member. Between each form is a sheet of carbon, as in the "discharge" certificate books.

After your vessel has left the port at which your current voyage began, use this book of forms in all cases in which a crew member requests that he be permitted to change the beneficiary previously designated by him, provided the Articles for such voyage were opened on or after 12:01 A.M. of March 15, 1943. (in those cases in which the Articles were not used, the date of the commencement of the voyage shall govern). In using the form, you will adhere strictly to the following instructions:

Print the crew member's name in the space provided in the extreme upper left-hand corner. (Use an indelible pencil, if possible, and make sure the copies are legible.)

Print his Certificate of Identification and Social Security numbers in the space provided in the extreme upper right-hand corner.

Ask the crew member the *Name, Address, Relationship, and Age (or Names, Addresses, Relationship, Ages, and "Shares"* if he wishes to designate more than one) of the person he wants to receive his life insurance, pointing out to him that such person (or persons) must be a relative falling within the classes specified on the face of the form. Print the information so obtained in the column (s) which is headed *"Name"* and is opposite the word *"Primary"*, which appears in the margin, working vertically down the page to the last item, *"Age"*. If two names are given, use for the second name the column next to and horizontal with the first one used. If three names are given, the third column is used.

When this has been done, ask the crew member if he has previously designated a contingent beneficiary, that is, someone whom he desired to take his insurance in the event the person he has already named dies before receiving payment of the insurance. If his answer is in the affirmative, ask him if he also wishes to change this beneficiary. If he does not, complete the form as described in the succeeding paragraphs. However, if he desires to name someone to cover this contin-

gency, follow the same procedure outlined immediately above, using for this purpose the column (s) headed *"Name"* which is opposite the word *"Contingent"* appearing in the margin.

After this has been done, ask the crew member if he wants his life insurance paid in installments. Check his answer in the box provided therefor immediately above the date line. *Then fill in the date and place on the next succeeding line. This is very important.*

Next, ask the crew member if what you have written is what he intended. When this is done, have the crew member *Sign* his name on the line provided therefor in the lower right-hand corner of the form. You are to watch the actual signing. On the next line, print in the crew member's rating and the name of his vessel; and on the next line, print his address.

You then sign your name on the line to the left of, but parallel with that of, the crew member's signature. Next print your official title and home address.

These steps complete the filling out of the form. You are then to detach from the book the three carbons and the original. *The original does not stay in the book. Keep the book on board the vessel so that it may be used in similar cases in the future.* (If you spoil a set, mark the original *"Void"* and leave it in the book, but destroy the spoiled copies.)

When the original and three carbons are detached, give the yellow copy to the crew member and send the original form at the earliest possible moment and by the fastest and safest possible medium to the War Shipping Administration, 99 John Street, New York, N.Y. When sending this original form, you should send a covering letter, giving your name, the name of your vessel and the place and date where the form was filled out. The pink copy is to be given to the vessel's Agents. The blue sulphite copy is also to be given to the vessel's Agents with instructions to them to forward it with a copy of your original letter to the War Shipping Administration, 99 John Street, New York, New York.

Follow the exact same procedure described in these instructions with respect to original beneficiary designations of crew members whom you sign on in any port in which the new crew member has not had an opportunity to designate a beneficiary of his Second Seamen's war risk life insurance before a United States Shipping Commissioner. Be sure to ask such

crew members when they join your ship if they wish to designate a beneficiary of their war risk life insurance.

A feature of the Second Seamen's Policy is the fact that, if a crew member does not designate a beneficiary, his life insurance will be paid to the following persons and in the order named:

(a) Half to his wife and half to his children;
(b) Parents in equal shares;
(c) Brothers, sisters, grandparents, and grandchildren, to be divided equally among all of them.

This fact should be stressed by you to your crew, since many of them will desire to let their insurance pass in this fashion rather than by use of the designation method.

All seaman will, by March 15, 1943, have had an opportunity to read a Question and Answer Pamphlet describing the Second Seamen's Policy which has been prepared especially for them. There will also be found on all ships in home ports on March 15, 1943, a leaflet briefly describing to seamen how they are to designate a beneficiary and what will happen to their insurance if no designation is made. It is believed, therefore, that your task will be made easier as a result.

Please point out to each crew member that any designation made by him prior to March 15, 1943, is of no effect with respect to the Second Seamen's Policy.

INSTRUCTIONS TO MASTERS OF AMERICAN FLAG VESSELS THE CREWS OF WHICH DO NOT SIGN ON ARTICLES BEFORE U. S. SHIPPING COMMISSIONERS WITH RESPECT TO DESIGNATIONS OF BENEFICIARIES UNDER THE SECOND SEAMEN'S WAR RISK INSURANCE POLICY

Instructions "B"

The Maritime War Emergency Board has adopted a new seamen's insurance policy called the "Second Seamen's War Risk Policy" *which becomes effective as to all voyages the Articles for which are opened on or after 12:01 A.M. of March 15, 1943,* (in those cases in which Articles are not used, the date of the commencement of the voyage shall govern).

The successful administration of this new policy depends largely upon the manner in which crew members' designations of beneficiaries are secured and handled thereafter. You are charged with this important duty and therefore in order that you may perform it properly, you are instructed to comply and familiarize yourself with the following regulations.

Prior to March 15, 1943, there will be made available to you paper bound books identical, except for size, in outward appearances and physical structure to the books now used by U.S. Shipping Commissioners and which contain discharge certificates. These books are about 8" in width and 8-3/8" in depth and contain 50 sets of "Designation of Beneficiary Certificates." Each set consists of an original designation form and three copies. Each form in a set has a different color--the original is white with a greenish tint, the first carbon blue sulphite; the second, pink; the third, yellow.

The original or white-green form is for the War Shipping Administration, 99 John Street, New York, New York. The first carbon blue sulphite copy) is also for the War Shipping Administration, 99 John Street, New York, New York. The second carbon (pink copy) is for the vessel's operator. The third carbon (yellow copy) is for the insured crew member. Between each form is a sheet of carbon, as in the "discharge" certificate books.

You will obtain from your vessel's operator or owner a book, or books if needed, (this book is to be distinguished from the one to be kept on your vessel and to be used for changes of beneficiaries, etc.) and have it with you when a crew joins your vessel for a voyage which is to begin on or after 12:01 A.M. of March 15, 1943. As each officer and crew member signs the contract of employment, or, if already under contract, comes aboard for the voyage, you are to ask him if he wishes to designate a beneficiary of his life insurance under the Second Seamen's War Risk Policy. If the answer is in the negative, pass along to the next in line. If the answer is "yes", take your book of designation forms and fill out one set, i.e., an original and three carbons, as follows: Print the crew member's name in the space provided in the extreme upper left-hand corner. (Use an indelible pencil, if possible, and make sure the copies are legible.)

Print his Certificate of Identification and Social Security numbers in the space provided in the extreme upper right-hand corner.

Ask the crew member the *name, address, relationship, and age (or names, addresses, relationship, ages, and "shares"* if he *wishes* to designate more than one) of the persons he wants to receive his life insurance, pointing out to him that such person (or persons) must be a relative falling within the classes specified on the face of the form. Print the information so obtained in the column (s) which is headed *"Name"* and is opposite the word *"Primary"*, which appears in the margin, working vertically down the page to the last item, *"age"*. *If* two names are given, use for the second name the column next to and horizontal with the first one used. If three names are given, the third column is used.

When this has been done, ask the crew member if he wishes to name a person (s) (must be within the permitted class or relatives) to take his insurance in the event the person(s) he has already named dies before receiving payment of the insurance. If he desires to name someone to cover this contingency, follow the same procedure outlined immediately above, using for this purpose the column(s) headed *"Name"* which is opposite the word *"Contingent"* appearing in the margin.

After this has been done, ask the crew member if he wants his life insurance paid in installments. Check his answer in the box provided therefore immediately above the date line. *Then fill in the date and place on the next succeeding line. This is very important.*

Next, ask the crew member if what you have written is what he intended. When this is done, have the crew member *sign* his name on the line provided therefor in the lower right-hand corner of the form. You are to watch the actual signing. On the next line, print in the crew member's rating and the name of his vessel; and on the next line print his address.

You then *sign* your name on the line to the left of but parallel with that of the crew member's signature. Next print your official title and home address.

These steps complete the filling out of the form. You are then to detach from the book the three carbons but not the original. *The original stays in the book.* (If you spoil a set, mark the original *"Void"* leave it in the book but destroy the spoiled copies.)

When the three carbons are detached, give the yellow copy to the crew member, put the blue sulphite copy with your papers,

and put the pink copy aside for delivery to the vessel's operator with a covering letter as soon as convenient. In order to avoid mistakes being made, each copy bears a short statement describing to whom it is to be given.

After you have covered the officers and crew in this fashion, send (via registered mail) the designation book with the original forms intact, *despite the fact that there may be unused sets still left in the book,* to the War Shipping Administration, 99 John Street, New York, New York, with a covering letter containing information as to the name of the vessel and the port at and the date on which Articles were opened. Arrange with your employer to see that the blue sulphite copy is sent to the same address in the same manner with a copy of your original letter, so that a duplicate will be available in case something happens to the original. *Remember, send the book with the original forms intact to the War Shipping Administration.*

GENERAL INFORMATION

Stress has been put upon the necessity of obtaining proper designations for this reason: Unlike the situations presently prevailing, once a seaman designates a beneficiary in the prescribed manner under the Second Seamen's Policy, the designation, until changed by the seamen, remains in force for all future voyages despite changes in vessels or employers, thus obviating the necessity of obtaining new designations every time a man signs on.

Therefore, after insured members of the merchant marine have once filled out this new form, your only duty after satisfying yourself of this fact, will be to ask them when they again sign on if they wish to make a change. If they don't, and the great majority will not, nothing need be done. If they do, merely use the same form and follow the same procedure described previously for taking designations.

Another feature of the Second Seamen's Policy is the fact that if a crew member does not designate a beneficiary, his life insurance will be paid to the following persons and in the order named:

(a) Half to his wife and half to his children;
(b) Parents in equal shares;
(c) Brothers, sisters, grandparents and grandchildren to be divided equally among all of them.

Many seamen may choose to let their insurance pass by this method rather than by use of a designation form.

All seamen will, by March 15, 1943, have had an opportunity to read a "Question and Answer" pamphlet describing the Second Seamen's Policy which has been prepared especially for them. There will also be found on all ships in home ports on March 15, 1943, a leaflet briefly describing to seamen how they are to designate a beneficiary and what will happen to their insurance if no designation is made. It is believed, therefore, that your tasks will be made easier as a result.

CONCLUSION

Use the new designation book on all ships to sail on voyages which are:

(1) Commenced on or after 12:01 A.M. of March 15, 1943, if-

(2) articles are not signed before a Shipping Commissioner,

Unless your employer informs you in writing to refrain from doing so. If you are not so informed, secure designations as described herein and send the designation book with the original forms intact to the Division of Wartime Insurance, 99 John Street, New York, New York, before sailing.

Please point out to each crew member that any designation made by him prior to March 15, 1943, is of no effect with respect to the Second Seamen's Policy.

(*Please print except where Signature required!*)

_____ *Insured's Name*

Certificate of Designation or Change of Beneficiary

_____ *Certificate of Identification No.*

_____ *Social Security No.*

SECOND SEAMEN'S WAR RISK POLICY

UNITED STATES OF AMERICA
WAR SHIPPING ADMINISTRATION

BD 49450

You are asked to name on this form the person or persons you want to receive your War Risk Life Insurance under the Second Seamen's War Risk Policy. Sign your name on this form when your beneficiary's name has been inserted.

You may designate one or more of the following persons, but no one else:

(*a*) *Your wife*
(*b*) *Your children*
(*c*) *Your parents*
(*d*) *Your brothers and sisters*
(*e*) *Your grandparents and grandchildren*
(*f*) *Your nephews and nieces*
(*g*) *Your aunts and uncles*

I hereby designate the following person or persons whose name or names appear hereon as the beneficiary or beneficiaries of all insurance on my life under the Second Seamen's War Risk Policy:

(One, two or more may be named if division of insurance is desired)

PRIMARY

Name	Name	Name
Address	Address	Address
Relationship	Relationship	Relationship
Age ____ Share	Age ____ Share	Age ____ Share

If none of the above survive to receive payment, then such of the following as may be living:

CONTINGENT

Name	Name	Name
Address	Address	Address
Relationship	Relationship	Relationship
Age ____ Share	Age ____ Share	Age ____ Share

I request that my life insurance be paid in installments YES ☐ NO. ☐

Dated at _____ this _____ day of _____ 194

Witness _____ (*Signature*)

_____ (*Official Title*)

_____ (*Address*)

_____ (*Signature of Insured*)

_____ (*Vessel and Rating*)

_____ (*Address of Insured*)

This designation does not apply to any voyage commencing before March 15, 1943. THEREAFTER IT WILL REMAIN IN FORCE UNTIL A NEW CERTIFICATE IS MADE OUT BY THE INSURED.

This form, when completed, should be forwarded immediately to the War Shipping Administration, 99 John Street, New York, N. Y.

INTERLEAVED-PATD.-GILMAN FANFOLD CORP., NIAGARA FALLS, N. Y.

This certificate must be written ONLY WITH INDELIBLE PENCIL

Press Down Hard

REGISTRATION & EMPLOYMENT STATUS OF SEAMEN FOR SELECTIVE SERVICE PURPOSES

All seagoing personnel, licensed and unlicensed, including the Masters of vessels, regardless of age or draft status, are required to be registered with the Recruitment and Manning Organization in order to enable that Organization to inform the local draft boards and the Navy Department of their employment status.

The responsibility of this registration rests with the Master or operator, and it will be the duty of the Clerk-Typist on board to perform this detail. Accordingly, the procedure outlined below should be observed on all vessels under American, Honduran or Panamanian flag engaged in coastal, intercoastal or offshore shipping, and owned by or under bareboat or time charter to the War Shipping Administration or on Army Transport Service vessels. The procedure was made effective, and applies on all vessels sailing on and after March 15, 1943.

1. The *first time* a seaman signs ship's articles on or after March 15, 1943, a WSA form-47 (green card "Statement of active service in Merchant Marine" --facsimile below) should, be filled out. This is filed only once for each seaman. At the time a seaman signs on, it should be inquired of each seaman whether or not he has previously signed such a card. If the seaman has, it is not necessary for him to sign another.

WSA-47 (GREEN CARD)
STATEMENT OF ACTIVE SERVICE IN MERCHANT MARINE

(1) _____
(Name) (Last name first) and number of certificates of identification or continuous discharge book.

(2) _____ (3) _____
(Highest rating for which seaman holds papers) (Year of birth)

(4) _____

(Local draft board number, city, state, and order number or Naval Reserve service number).

I understand that my local board or the Navy, if I am in the Naval Reserve, will be notified that I am an active Merchant Seaman.

(5) _____

(Signature of Seaman)

I certify that this seaman has signed ship's articles.

(6) _____ _____

(Date) (Signature of Master)

To Merchant Seamen: You need to sign one of these cards only once.

2. The foregoing card should be typed or printed in ink on the lines indicated as follows:

(1) The man's name and number of Certificates of Identification or Continuous Discharge Book obtained from the seaman's papers or from ship's articles.

(2) The highest rating for which seaman holds papers.

(3) The year of birth obtained from the seaman's Certificate of Identification or Continuous Discharge Book.

(4) The seaman's local draft board number, city, state, and his order number obtained from his selective service notice of classification DSS Form 57, or from his Registration Certificate, DSS Form 2; or the seaman's Naval Reserve Service number obtained from his Naval Reserve identification card. If the seaman has both, only the Naval Reserve Service number shall be entered. If the seaman has neither the word "none" shall be inserted.

(5) As indicated, the seaman should sign on this line.

(6) The date the card is executed should be entered.

(7) Upon verifying the fact that the seaman has signed the articles, the Master should then sign the card on this line and mail it to the Central Office of the Recruitment and Manning Organization.

Record for Seaman:

3. In keeping record for the discharge of a seaman WSA form 48 is used. This form is only used when a seaman's employment terminates and as long as he continues to be actually designated as an employee it is not to be filled out. Form 48 is in two parts, designated WSA-48-Card 1 and Card 2. The following is a reproduction of cards one and two of the form.

Record for Active Seamen: WSA-48-Card 1

DO NOT LOSE THIS CARD-GIVE IT TO YOUR UNION HIRING HALL
OR THE RMO WHEN YOU REGISTER

(a)_____
Name (Last name first) and number of certificates of identification of continous discharge book.)

(b)_____ (c)_____
(Rating on Ship) Port of Payoff or Discharge)

(d)_____ (e)_____ (f)_____
(Date pay began on Ship) Date pay ended on ship) (Last day to ship again)

(g)_____
(Local draft board number, city, state, and order number Naval Reserve Service number).

(h)_____ (i)_____
(Port where Registered) (Date of Registration)

This seaman has been employed on a ship _____
(Date card is sent to RMO

_____
(Signature of union official or RMO representative)

_____
(Name of Union)

WSA-48 Card 2

This card must be in RMO Office by the day after date on line (f).

(a)_____
(Name (last name first) and number of certificates of identification or continuous discharge book.)

(b)_____ (c)_____
(Rating on Ship) (Port of Payoff or Discharge).

(d)_____ (e)_____ (f)_____
(Date pay began on ship) (Date Pay ended on ship). Last day to ship again

(g)_____
(Local draft board number, city, state and order number or Naval Reserve Service number.)

(j)_____
(Signature of seaman)

(k)_____
(Signature of seaman)

The following information should be typed or printed on card in ink on lines:

(A) Name, last name first, and certificate of Identification number or continuous discharge book number from ship's articles.

(B) Rating on ship from ship's articles.

(C) Port of payoff or discharge--Port where seaman leaves employment on ship.

(D) Date pay began on ship. This date is the day the man began work on the ship, not necessarily the date of signing ship's articles.

(E) Date pay ended on ship. This is the day or payoff and leaving the ship.

(F) Date of the last day to ship again. This should be calculated by allowing two days ashore for every seven on the ship beginning with the date on line (D) and ending with the date on line (E). The minimum period of time is four days ashore and the maximum period is thirty ashore. The allowable days ashore may be determined by reference to the table under the heading *"Table For Calculating Time Ashore"*.

(G) Local draft board number, city, state and seaman's order number obtained from the seaman's selective service notice of classification or from his Registration certificate, or Naval Reserve Service number obtained from seaman's Naval Reserve Identification Card. If the seaman has both enter only the Naval Reserve Service number. If the seaman has neither a Selective Registration card nor a Naval Reserve Identification card, the word "None" should be written on this line.

On card No. 2 fill out lines (A), (B), (C), (D), (E), (F), and (G), the same as on card No. 1. After making sure that a WSA-48 is filled out for each man who is leaving the ship, the Master should then sign the cards on line (K). At the time of payoff the seaman's signature must be obtained on line (J).

Table For Calculating Time Ashore

TIME ON LAST VOYAGE	TIME ALLOWED ASHORE
Time Between Date Pay Begins on line (D) and Date of Payment on Line (E).	
Any time less than three full weeks	4 days
3 full weeks	6 days
4 full weeks	8 days
5 full weeks	10 days
6 full weeks	12 days
7 full weeks	14 days
8 full weeks	16 days
9 full weeks	18 days
10 full weeks	20 days
11 full weeks	22 days
12 full weeks	24 days
13 full weeks	26 days
14 full weeks	28 days
15 full weeks	30 days

All of these figures are based on calendar days and weeks.

After the seaman has signed Card No. 2 on line (J), Card No. 1 is detached and given to him. Card No. 2 is then mailed to the Recruitment and Manning Organization Port Representative in the Port. If there is no RMO office in the port of payoff, the card should then be mailed to the appropriate RMO regional office. From ports on the Atlantic to New York, from ports on the Gulf to New Orleans, and from ports on the Pacific to San Francisco.

Procedure to be followed when seaman fails to join or leaves ship.

In the event a seaman fails to join a vessel or leaves a vessel without paying off, or leaves under any circumstances other than by mutual consent, Card No. 2 should be filled out as follows:

(A) Name, last name first, and number of certificates of Identification or Continuous Discharge Book.

(B) Rating on ship.

(C) Port in which seaman left the ship.

(D) Date pay began on ship.

(E) Last day of employment on ships.

(F) The Master must sign on this line.

Both cards should then be sent to the RMO office of the Port Representative of the Port. If there is no RMO office in the Port, the card should be sent to the regional office indicated on the back of the card, unless the ship is in a foreign port.

In the event the port on line (C) is not a port of the continental United States, the card should be held on the vessel until such a United States port is reached and then Mailed at that time to the appropriate RMO office.

PROCEDURE UPON REGISTRATION AND SHIPPING OUT

A seaman is required to turn in his No. 1 card when he registers to ship again to the union representative if he registers at a union hall or to the RMO port Representative if the Register is with that organization. If the seaman is employed on a vessel in a port which has not registered and turned over his No. 1 card because there is neither an appropriate hiring hall nor a RMO office in the ports, Card No. 1 should be completed as follows:

(1) Complete the line "This seaman has been employed on a ship---------- ", by filling in the date of employ

(2) The Master of the employing vessels should sign his name at the bottom of the card and add the name of the company. The name of the vessel should not appear.

(3) Before the vessel leaves the port the card should be mailed to the RMO office in New York if she sailed from an Atlantic port, to New Orleans from a Gulf port, or to San Francisco from a Pacific port.

If a seaman dies while in the employ of a ship except as a result of enemy action, Card No. 2 should read, on line:

(A) Name, last name first, and number of certificate of Identification and Continuous Discharge.
(E) Date of death.

There should be written the word "Deceased" on line (J), and signed by the Master on line (K). The card should then be forwarded to the RMO office in the port, if there is none, to the indicated regional office. If the seaman dies while away from a port of the continental United States, the card should be retained until the ship returns to such a port, whereupon it should then be sent to the appropriate office of the RMO.

It should be understood, however, that this does not apply to reporting men who are dead or presumed dead as a result of enemy action. The Master has no responsibility for reporting such cases to the RMO.

CLEARING OF VESSEL AT U.S. CUSTOM HOUSE

The Clearance Certificate indicates that all lawful acts and other formalities have been complied with - that the Certificate of Inspection is still in force, all inward cargo discrepancies accounted for and adjusted, tonnage taxes collected, outward cargo manifested, crew list filed, all regulations provided for in the Seamen's Act conformed with, and that there are no liens against the vessel or her cargo. Any formality not complied with, within the acts of law will result in the withholding of the clearance. Should the vessel sail without the clearance she is liable under international law and considered a pirate, and may be apprehended as such. Without the presentation of a clearance, a vessel can not legally enter at her next port of call.

The physical work of clearing and entering all vessels is done by a bonded custom house broker. Some of the larger steamship companies maintain their own Customs Department, but most of the steamship companies employ a custom house broker on a contract basis of scheduled charges. The purpose for the employment of a custom house broker relieves the Captain of entering and clearing his vessel. The customs broker spends most of his time on the "floor" of the custom house and is well informed on customs matters, new regulations, and customs procedure in general. Other than papers furnished by the Master, the broker prepares numerous forms required by the Marine Division of the custom house for entering and clearing. The broker is licensed under Treasury regulations and is permitted to act on behalf of the Master and the owners of a vessel and to transact any customs business for them. He is expected to protect the ship's interest after sailing, and he endeavors to liquidate fines or at least stop any penalities by producing documents promptly or by producing bond, if necessary, to forestall the withholding of clearance, or to forestall any delay in discharging after the vessel's arrival.

There are two kinds of clearance: foreign and coastwise. In preparing for a foreign clearance the Master and the broker agree to meet at the custom house. The Master, accompanied by the ship's clerk, takes to the custom house the following papers which are prepared on the ship:

1. Two sets of articles (picked up at the Shipping Commissioner's office.)

2. Three copies of the Official Crew List.

3. Three sets of the Stores List.

4. The Master's license (to be recorded in case of change of Masters)

5. The Chief Officer's license (to be recorded in case of changes.)

The broker presents various other documents prepared by him, such as, "Report of Radio Apparatus", "Report of Clearance Fees", "Oath for Carriage of Mail Matters", involving about ten documents in all. Furthermore there must be submitted by the steamship operator, well in advance of clearing, as "Outward Foreign Manifest", stating the amount of cargo on board, and the port of destination, which must be checked with the shipper's Export Declaration to insure compliance with the regulations.

These documents are submitted to the Deputy Collector of Customs, and sworn to by the Master of the vessel. Some of these documents and copies of others are retained by the Collector and filed in the archives of the custom house. When the formalities are completed the Master will receive the following papers:

1. Two copies of the Shipping Articles.

2. Once certified copy of the official Crew List.

3. Once copy of the Clearance Certificate, (Form 1378).

4. The Register, which went to the custom house at the time of entrance.

5. A Port of Sanitary Statement.

The foreign clearance is issued after the vessel has completed formalities and is in readiness to depart from a port. In the event that departure is delayed beyond twenty-four hours, the delay must be reported in person by the Master to the Collector of Customs who will either make an endorsement on the Clearance Certificate or issue a new Clearance.

A vessel bound for foreign ports must be cleared for these ports in the order of its itinerary. However, if a ship is

cleared for a certain port in a foreign country, but later, due to a change in itinerary, the ship does not stop at that port but at another port in the same country, it may do so on the Clearance it already has.

After clearing, assuming that all cargo is loaded, the vessel is ready to put to sea. Leaving the custom house, the Master returns to the steamship operator's office for last minute instructions. During the present emergency the vessel's departure and routing are of utmost confidence and obviously a military secret. The United States Navy is in complete control and there are no exceptions. The Master receives his sailing instructions from Naval Headquarters and reports to the officer in charge before sailing.

The ship's clerk who has accompanied the Master, returns to the vessel usually taking the clearance papers with him, and, makes ready for sea. If the vessel has loaded cargo, a representative of the steamship company will bring aboard manifests, bills of lading, consular papers, etc. Usually a receipt is required and the papers are placed in the clerk's care. He should make certain that they are complete as listed. *CAUTION: Never sign for anything unless you are sure you have in your possession what you are signing for*; If papers are placed in your care, make certain they are properly stowed so that they will not be affected or damaged by the weather.

The only ships that do not follow the above procedure for clearing foreign are men of war and troopships whose clearance is handled secretly by the War Department. However, the Certificate of Register which the Master obtains at the custom house must be on board.

A vessel engaged in foreign trade will very frequently load cargo in more than one American port, destined for a foreign port or ports. For example a vessel may commence loading part of her foreign cargo in New York, proceed to Philadelphia to load more cargo, then to Norfolk to complete her loading. There are three distinct procedures followed when the vessel is cleared.

1. The vessel is issued a permit to proceed coastwise to complete foreign loading.

2. The vessel is cleared foreign when she is loaded and ready to sail from her last American port.

3. The cargo, however, is cleared foreign at each port of loading.

An Outward Cargo Manifest, Form 1374, is prepared in the office of the steamship operator, and is submitted at the custom house. A copy of the Outward Cargo Manifest is returned to the Master who makes an "Oath on Departure" on Form 1385, and receives a permit to proceed coastwise. Thus, the vessel is allowed to proceed to the next domestic port (American port) to load more foreign cargo. He is also given the ship's register which has been retained in the custom house since the ship's arrival in that port.

On arrival at the next American port the Master of the vessel submits at the custom house there this Outbound Cargo Manifest (Form 1374) and permit to proceed, which he used for clearing at the first American port, and also the Register, and makes an "Oath on Arrival Coastwise" also on Form 1385. When the vessel has loaded all her foreign cargo in the second American port exactly the same procedure is followed as was followed for coastwise clearance in the first American port, as outlined above. The Master has two Outward Cargo Manifests. These, plus other Outward Cargo Manifests received at future domestic ports of call are compiled until the vessel reaches the last American port where she will complete loading foreign cargo. At this final port the vessel is given her direct "Foreign Clearance". The Master must have the American Crew List certified, present the copies of the Articles and follow the same procedure outlined in the first part of this chapter.

The *Port Sanitary Statement* is issued by the United States Public Health Service and is obtained from the custom house when clearing. The Port Sanitary Statement must be presented on arrival at the first foreign port of call to the Port Doctor. Certain foreign countries require that Port Sanitary Statements be visaed by their consuls. In that case, instead of the Master receiving the Port Sanitary Statements from the custom house, it is obtained at the custom house by the steamship company's representative and submitted to the Consulor office for visa. These visaed Port Sanitary Statements or Bills of Health are sent to the vessel later, sometimes with other freight documents. The subject "Bills of Health" has already been discussed.

Immigration Form I-489 (old 689): "Statement of Master of Vessel Regarding Changes in Crew Prior to Departure" is a

form made out for the immigration authorities prior to sailing. It is a complete record of all changes in the personnel of the crew since the ship's arrival in port. These changes may be due to desertion, hospitalization, discharge, or new seamen being signed on. If time does not permit sending this report from the dock, the report should be sent back from the Pilot Station via the Pilot. The report is sent to the company's agent who in turn sends it to the immigration authorities.

This report is to keep the immigration authorities informed of the seamen's movements. Assume for instance that an alien seaman has been paid off and has quit the vessel. The fact that he has not sailed is reported and after a reasonable length of time he may be considered as being illegally in the country. Now when this seaman does reship, the immigration authorities are notified through Form I-489, and they will know that this seaman is no longer at large or illegally in the United States. In the case of a seaman who quits his ship and does not reship, the immigration authorities will take the necessary steps to locate the man, apprehend him, and hold him for deportation.

CREW LIST

The United States of America

DEPARTMENT OF COMMERCE
BUREAU OF NAVIGATION

Persons composing the Crew of the American _____ (Insert rig) *called the* _____ (Insert name of vessel)
of _____ (Insert hailing port), *bound for* _____
whereof _____ *is Master.*

11—1408

Line No.	NAME OF SEAMAN	BIRTHPLACE	CITIZEN OR SUBJECT OF	AGE	HEIGHT		DESCRIPTION		CAPACITY	NAME AND ADDRESS OF NEXT OF KIN	Line No.
					Feet	In.	Complexion	Hair			
1											1
2											2
3											3
4											4
5											5
6											6
7											7
8											8
9											9
10											10
11											11
12											12
13											13
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28											28
29											29
30											30
31											31
32											32
33											33
34											34
35											35
36											36
37											37

Item No.	NAME OF SEAMAN	BIRTHPLACE	CITIZEN OR SUBJECT OF	AGE	HEIGHT		DESCRIPTION		CAPACITY	NAME AND ADDRESS OF NEXT OF KIN	Item No.
					Feet	In.	Complexion	Hair			
39											39
40											40
41											41
42											42
43											43
44											44
45											45
46											46
47											47
48											48
49											49
50											50
51											51
52											52
53											53
54											54
55											55
56											56
57											57
58											58
59											59
60											60

I, ..., *Master of the said American* .....

....., *do solemnly, sincerely, and truly swear that the within List contains the names of all the Crew of the said vessel, together with the places of their birth and residence, as far as I can ascertain them.*

.....
Master.

Port of .....

Subscribed and sworn to this ..... *day of* ....., *19*....., *before me.*

.....
Deputy Collector.

---

* *certify that this is a true copy of the List of the Crew of the American* .....

....., *of* ....., *whereof* .....

is Master, taken from the original on file in this Office.

GIVEN under my hand and seal of office, at the Customhouse, ...

this ..... *day of* ....., *in the year of our*

Lord one thousand nine hundred and .....

.....
Deputy Collector.

*This certificate to be stricken out on the Original.

Form 712A

DEPARTMENT OF COMMERCE
BUREAU OF NAVIGATION
SHIPPING Service

(Insert "Certified Copy of" when such is the case)

CREW LIST

OF THE

American .....
(Insert title)

(Insert name of vessel)

Master.

DATED:

Customhouse

Port of .....

....., *19*....

BERNAN-EASTERN PRESS, INC. 11—1408

Form 1378

The United States of America

DEPARTMENT OF COMMERCE

BUREAU OF MARINE INSPECTION AND NAVIGATION

CLEARANCE OF VESSEL TO A FOREIGN PORT

[Art. 46, C. F. R., part V, sec. 4201, Revised Statutes—U. S. C., title 46, sec. 96]

District of .....

Port of .....

These are to certify all whom it doth concern:

That .....

Master or Commander of the .....

burden ..... *Tons, or thereabouts, mounted with* .....

Guns, navigated with ..... *Men,* .....

..... *built, and bound for* .....

.....

.....

.....

.....

with passengers and having on board .....

.....

.....

MERCHANDISE AND STORES,

hath here entered and cleared his said vessel, according to law.

Given *under our hands and seals, at the Customhouse of* .....

....., *this* ..... *day of* .....

one thousand nine hundred ....., *and in the* .....

year of the Independence of the United States of America.

.....

Collector of Customs.

16—12484

(Edition of May 1937)

TARIFF OF UNITED STATES CONSULAR FEES

[As established by Executive Order No. 5110 of May 13, 1929, and as amended by Executive Orders No. 5345 of May 8, 1930, No. 5417 of Aug. 4, 1930, No. 5526 of Jan. 7, 1931, No. 5773 of Jan. 11, 1932, No. 5848 of May 16, 1932, No. 5910 of Aug. 23, 1932, No. 6942 of Jan. 8, 1935, No. 7379 of May 26, 1936, No. 7449 of Sept. 16, 1936, No. 7543 of Jan. 29, 1937, and No. 7600 of Apr. 7, 1937.]

The following Tariff of United States Consular Fees is prescribed by the President under authority of section 1745, Revised Statutes, as amended by the acts of April 5, 1906 (ch. 1366, secs. 7, 8, and 9, 34 Stat. 101), and June 4, 1920 (ch. 223, secs. 1 and 2, 41 Stat. 750), to be charged by consular officers for official services. All charges for such services must be in strict accordance with this tariff, and be collected in the coin of the United States or at its representative value in exchange. No fee or compensation will be collected for any service not covered by this tariff.

The fees in this tariff are not prescribed for vessels registered, enrolled, licensed, or provisionally registered under the laws of the United States, or for American seamen, because they are exempted by law from the payment of consular fees (22 U. S. C. 389). Consular agents will make the fees in this tariff a basis of collection from the Treasury for services to such vessels. Foreign-built vessels, unregistered, owned by American citizens, and vessels documented under the laws of the Philippine Islands are not exempt from the payment of the fees prescribed herein.

Services, except those for which fees are fixed in items 8, 9, and 10, under this tariff shall be rendered free of charge when performed: (*a*) In connection with the settlement of the estate of any employee of the United States dying abroad while on official duty; (*b*) for the use of any person in the collection of claims from the United States or from any State for compensation, pensions, back pay, bounty, bonus, property loss in the service of the United States; (*c*) for obtaining the return of property held by the Alien Property Custodian; and (*d*) for the official use of the United States Veterans' Administration.

Consular officers must require all fees to be paid in advance and before the stamps are canceled, except in case of attendance out of office or of commissions, when the amount cannot be determined until the service is performed. Advance deposits to cover fees in such latter cases may be accepted but in no other.

This tariff is effective July 1, 1929, and should be posted in a conspicuous place in consular offices as required by section 1731, Revised Statutes.

MISCELLANEOUS SERVICES

1. Certification of invoice in such number of copies as will meet the requirements of the regulations and instructions and provide the shipper with one copy (in addition to original) for his own use, including any additional declaration or certificate not otherwise provided for which is required by law or regulations for use in connection with the entry of the wares or the forwarding of the same in bond (see item No. 37) — $2.50
2. Invoice of returned American goods — 1.00
3. Certificates and declarations as above described, when issued for a shipment not covered by a consular invoice, including declaration of foreign shipper of articles exported for exhibition and returned (form 204) and immigrant's oath regarding teams and vehicles, and in connection with quarantine regulations, but excluding certificate for food and drug products or insecticides (forms 197 and 217) — 1.00
4. Certificate to extra copies of invoices, each — 1.00
5. Certificate of disinfection in such number of copies as will meet the requirements of the regulations and instructions and provide the shipper with one copy for his own use — 2.50
6. Discontinued.
7. Discontinued.
8. Executing application for passport (no exceptions) — 1.00
   Examination of passport application executed before a foreign official — 1.00
   Examination of passport application accompanied by a certificate signed by the applicant and two witnesses — 1.00
   Issue of passport — 9.00
   Exceptions—
   (*a*) Officers or employees of the United States traveling on official business, or members of their immediate families — No fee.
   (*b*) Seamen — No fee.
   (*c*) Widows, children, parents, brothers, and sisters of American soldiers, sailors, or marines buried abroad, whose journey is for the purpose of visiting graves of such soldiers, sailors, or marines — No fee.
   Amendment or verification of an American passport — No fee.
   Renewal of an American passport — 5.00
   Exception—
   Same as respects issue of passports if bearer of passport has status held by him at time of issue of passport.
   Execution of application for registration — No fee.
   Issue of certificate of identity and registration — 1.00
   Execution of affidavit in regard to American birth in connection with application for registration or for passport — No fee.
   For a certified copy of executed form for repatriation of native-born American women under act of June 25, 1936 — 1.00
9. Visa services for aliens:
   Immigration visa:
   Furnishing and verifying application for immigration visa — 1.00
   Issue of immigration visa — 9.00
   Passport visa (the term "passport visa" refers to the visa of a passport or other travel document including a Chinese certificate):
   Preparation of application for passport visa and administering oath, except where the fee has been reciprocally reduced or abolished under the authority of the act of February 25, 1925 (43 Stat. 976) — 1.00
   Granting of passport visa, except where the fee has been reciprocally reduced or abolished under the authority of the act of February 25, 1925 (43 Stat. 976) — 9.00

   (NOTE.—Under the provisions of sec. 2 of the act of June 4, 1920 (41 Stat. 750–751), no fee for the application or for the visa of the passport shall be collected from any officer of any foreign government, or members of his immediate family, its armed forces, or of any State, district, or municipality thereof.)
   Transit certificate:
   Preparation of application and administering of oath — No fee.
   Granting of transit certificate — No fee.
   Visa of alien crew list — 2.00
   Supplemental visa of alien crew list — No fee.
10. Visaing affidavit of identity — 9.00
11. Marriage certificate, in duplicate, form No. 87 — 1.00
12. For taking into possession the personal estate of any citizen who shall die within the limits of a consulate, inventorying, selling, and finally settling and preparing or transmitting, according to law, the balance due thereon, $2 for each $100 of market value or fraction thereof, except that no fee shall be charged on securities not negotiable by the consular officer, and evidences of debt not due and payable in the country where the decedent died. No charge will be made for placing the official seal upon the personal property or effects of such deceased citizen, or for breaking or removing the seals.
13. For each certificate of protection, semsar, or certificate of employment issued at Tangier — 2.00

SERVICES TO VESSELS AND SEAMEN

14. Bill of health, in duplicate (or in triplicate, if necessary) — 5.00
    (Foreign government-owned or chartered vessels engaged exclusively in official duties are exempt from payment of fees for bills of health.)
15. Discontinued.
16. For receiving and delivering ship's register and papers, $1 for each 100 tons or fraction thereof, registered measurement (net), of the vessel for which the service is performed, if under 1,000 tons; but for American vessels running regularly by weekly or monthly trips, or otherwise, to or between foreign ports, this tonnage fee will not be charged for more than four trips in a year; and tonnage fees shall not be exacted for any vessel touching at or near ports in Canada on her regular voyage from one port to another within the United States, unless some official service required by law shall be performed.
17. And for every additional 100 tons net or fraction thereof — .50
18. Shipping or discharging seamen, including the certificates thereof attached to crew list and shipping articles and given to seamen — 2.00
19. Authentication of copies of protests or other necessary documents for vessels or seamen not otherwise provided for — 2.00
20. Preparation and acknowledgment for vessels or seamen of any oath or declaration for which a form is given in the Consular Regulations, or a similar necessary service not otherwise provided for. See Fee No. 9 for visa of alien crew lists — 2.00
21. Preparation and execution for vessels or seamen of any certificate for which a form is given in the Consular Regulations, or similar necessary service not otherwise provided for — 2.00
22. Orders or letters for vessels or seamen for which forms are given in the Consular Regulations, or other similar necessary service not otherwise provided for — 2.00
23. Recording, when necessary, for vessels or seamen any document covered by the provisions of the Consular Regulations, for every 100 words or fraction thereof — .50
24. Noting marine protest — 2.00
25. Extending marine protest — $3.00
    If it exceeds 200 words, for every additional 100 words — .50
26. Protest of master against charterers or freighters — 2.00
27. Clearance when issued by the consul, as at free ports — 2.00
28. Attending an appraisement of vessel's goods or effects, for each day's attendance — 5.00
29. Attending sale of vessel's goods, for each day's attendance during which the sale continues — 5.00
30. Attendance at a shipwreck, or for the purpose of assisting a ship in distress, or of saving wrecked goods or property, over and above traveling expenses, whenever the consul's interposition is required by the parties interested, for each day — 5.00

NOTARIAL AND OTHER SERVICES

31. Administering an oath and certificate thereof — 2.00
    Exception—
    No fee is chargeable for administering the oath of allegiance under the act of June 25, 1936, to a native-born American woman who lost her citizenship by marriage to an alien and whose marriage is terminated.
32. Discontinued.
33. Acknowledgment of a deed or power of attorney, or similar service, including one or more signatures, with certificate thereof, for each copy — 2.00
34. Administering any and all oaths required to be made by pensioners and their witnesses in the execution of their pension vouchers, or by persons presenting claims for pensions or increase of pensions, or claims for insurance or insurance allowances, or allotments, or certifying to the competency of a local official before whom said papers were executed, or for other services in relation thereto — No fee.
35. Acknowledgments and authentications connected with the assignment and transfer of United States bonds or other United States Government financial obligations or of powers-of-attorney therefor or to collect interest thereon — No fee.
36. Administering oaths or taking acknowledgments of officials or employees of the United States Government, or of any corporation in which the United States or its representatives shall own the entire outstanding capital stock, in connection with their official business or accounts — No fee.
37. For rendering notarial services to officials of foreign Governments who render gratuitously reciprocal courtesies to American diplomatic and consular officers, or for certification of invoices of shipments of official supplies and equipment from foreign governments to their diplomatic and consular officers and of shipments of personal effects to such officers in the United States when such foreign government renders gratuitously reciprocal services to the United States Government — No fee.
38. Certifying to official character of a foreign notary or other official — 2.00
    Exception—
    Authentications under authority of the United States Quarantine Regulations, in the form prescribed by the Department of State, certifying to official character of officials signing foreign deratization certificates and deratization exemption certificates — No fee.
39. For taking depositions, executing commissions or letters rogatory, where the record of testimony including caption and certificate does not exceed 500 words — 10.00
    For each additional 100 words or fraction thereof — .50
    The foregoing fee shall cover the administration of the oath and all services of the consul as commissioner, but shall not include services of clerk, stenographer, or typewriter, which shall be additional at the rate prescribed herein for copying.
40. Copies (carbon copies to be charged for at the same rate as originals, and including the typing of official forms where requested and where such service is not included in any other item of this tariff):
    For the first 100 words or fraction thereof — .50
    For every additional 100 words or less — .25
41. For certifying to the correctness of a copy of, or extract from, any document, official or private — 2.00
    Each copy certified is to be considered an original, and a fee charged for the certification.
42. Additional fee for all services contemplated by fees numbered 31, 33, 38, 39, 40, and 41 when rendered elsewhere than at the consular office at the request of the interested parties, for each hour or fraction thereof — 1.00
    In connection with any service rendered outside of the consular office at the request of private individuals, the exact amount of the expenses actually and necessarily incurred by the person rendering the service shall be collected from the persons for whom the service is performed in addition to the fee or fees prescribed therefor, but no amount in excess of the fee or fees prescribed and such actual and necessary expenses shall be charged or accepted.
43. Recording unofficial documents in consulate upon request:
    For the first 100 words or fraction — .50
    For every additional 100 words or less — .25
44. Any and all services indicated in the tariff of fees and performed upon written orders of the Department of State for the official use of the Government of the United States — No fee.
45. Any and all services in connection with the execution of tax returns, Federal, State, Territorial, municipal, and insular — No fee.
46. License for the practice of pharmacy and the sale of poisons in the consular districts of the United States in China — 2.00
47. For certifying to the correctness of copies of certificates of American origin, manufacture, or inspection, where such services are performed upon written orders of the Secretary of State for the purpose of advancing the export trade of the United States — No fee.
48. Presenting a bill of exchange or other negotiable instrument for acceptance, payment, or protest, for each hour or fraction thereof outside of the consular office — 1.00
49. Noting and certifying to protest of a bill of exchange or other negotiable instrument and giving notice thereof to drawer and indorsers when requested to do so — 2.00
50. Administering oaths or taking acknowledgments, or authenticating the signatures of foreign officials, in connection with kinsmen's petitions for wages and effects of deceased seamen of the American merchant marine — No fee.
51. Any and all services performed for American citizens while outside the United States in preparation of ballots to be used in any primary, general, or other public elections in the United States, its territories, or possessions, whether Federal, State, Territorial, county, town, or municipal — No fee.
52. Translating or interpreting, for every 100 words of translation or fraction thereof, or for interpreter per hour or fraction thereof — 1.00
    The foregoing fee shall be collected only when it is necessary that a member of a consular staff be detailed as translator or interpreter in the execution of a commission to take testimony.
    Exception—
    This item is not applicable to criminal cases under the act of June 20, 1936, Public, No. 734, 74th Congress. (Sec. 489 S.)

U. S. GOVERNMENT PRINTING OFFICE 16—12464

Form 1385
(Ed. 10-30-36)

APPLICATION FOR PERMIT TO PROCEED COASTWISE AND OATH OF MASTER OF VESSEL IN FOREIGN TRADE
(46 C. F. R. 2.11, 5.11, 5.16, 6.3, 6.4, 6.5, and arts. 150, 151, C. R., 1937)

DEPARTMENT OF COMMERCE

BUREAU OF MARINE INSPECTION AND NAVIGATION

(1) Port of _____

_____, 19

I, _____, master of the _____ (Nationality and rig)
_____ (Name of vessel), having entered this port on _____, 19
from _____, request permission to proceed to the port of
_____, as follows:

*1 With foreign cargo (and/or passengers) from _____
_____ destined for the following domestic
and foreign ports, as per certified manifest attached hereto (46 C. F. R. 2.11 and arts. 148, 150, C. R., 1931)
_____ (Enter ports in order of itinerary)

*2 To lade for a foreign port (46 C. F. R. 5.15).

*3 With foreign-bound cargo laden at the following United States ports (46 C. F. R. 5.15): _____
_____

*4 In case of an American vessel only: On a coastwise voyage (46 C. F. R. 6.1, 6.2).
To a noncontiguous port (46 C. F. R. 6.3).
On an intercoast voyage (46 C. F. R. 6.4).

*5 Foreign (Art. 164), direct to _____

_____, Master.

* Strike out conditions above not applicable and give any additional information concerning cargo, vessel, or itinerary.

OATH ON DEPARTURE

I, _____, master of the _____
do swear to the truth of the manifest now presented and that, to the best of my knowledge and belief, all the goods, wares, and merchandise of foreign growth or manufacture therein contained, if any, were legally imported, and that the duties thereon have been paid, or secured according to law, and that there has been a compliance with all the provisions of the Seamen's Act.

_____, Master.

Subscribed and sworn to before me at _____ this _____ day of _____, 19

_____, † Acting Deputy Collector.

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(2) PERMIT TO PROCEED COASTWISE

Port of _____

_____, master of the _____
having entered the vessel as required by law, permission is hereby given said vessel to proceed to the port of
_____, as requested by the master in the foregoing application. Any merchandise laden on the vessel at this port for export in her, will be included in the export returns from this office to the Department of Commerce.

Given under my hand and seal this _____ day of _____, 19

_____, † Acting Deputy Collector.

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(3) OATH ON ARRIVAL COASTWISE

Port of _____

I, _____, master of the _____

do solemnly swear that there were not when I sailed from the port of _____
nor have been since, nor now are, any more or other goods, wares, or merchandise of foreign growth or manufacture, or distilled spirits (other than sea stores), than are stated in the manifest of the said vessel now produced by me. I do further swear that I have delivered to the postmaster of this place all letters directed to any person or persons within the United States or the Territories thereof, which, under my care, or within my power, were brought in the within-named vessel while under my command, except such as are directed to the owner or consignee of the said vessel.

_____, Master.

Subscribed and sworn to before me at _____ this _____ day of _____, 19

_____, † Acting Deputy Collector.

VESSEL IN BALLAST CLEARING COASTWISE USE REVERSE OF THIS FORM

(This form should be prepared—(a) in triplicate, for vessels with residue cargo, one copy for collector issuing permit to proceed, second and third copies to be delivered to master with accompanying manifests on which to enter at next port; and (b) in duplicate, for vessels clearing foreign via domestic ports.)

Agent's name and address _____

Location _____ Net tons _____ Crew _____ Passengers _____

Coal or oil burner _____ Fee, $2 for foreign vessel _____ Certificate No. _____

† See Sec. 486, Tariff Act, 1930, for employees designated to administer oaths.

16—17562

COASTING MANIFEST—VESSEL LIGHT OR IN BALLAST
(46 C. F. R. 5.15, 6.1, 6.4)

DEPARTMENT OF COMMERCE

BUREAU OF MARINE INSPECTION AND NAVIGATION

(4)

Manifest of the _____ (Nationality) _____ (Rig) _____ (Name of vessel), _____ net tons whereof _____ is master; bound from _____, for _____, 19 . Crew _____

_____ Ballast and Sea Stores.

Fuel laden at this port for ship's use only:

Bunker coal _____

Fuel oil _____

_____

_____

MASTER'S OATH ON CLEARING WITHOUT CARGO

Port of _____

I, _____, master, do solemnly swear that there is not laden on board the _____, any article or cargo whatever, other than sea stores, and that there has been a compliance with all the provisions of the Seamen's Act.

_____, Master.

Subscribed and sworn to before me at _____ this _____ day of _____, 19

_____, †Acting Deputy Collector.

(5)

COASTWISE PERMIT—WITHOUT CARGO

Port of _____

_____, 19

_____, master of the _____, having sworn as the law directs, that there are not laden on board the said vessel any articles or cargo whatever, other than SEA STORES, permission is hereby granted to the said vessel to proceed from _____ to _____ in the district of _____

_____, †Acting Deputy Collector.

(6)

OATH ON ARRIVAL—WITHOUT CARGO

Port of _____

I, _____, master of the _____, do solemnly swear to the truthfulness of the foregoing manifest and that no articles, sea or ship stores, equipment, cargo or merchandise of any description have been taken on board or landed from the said vessel since clearing and departing from the port of _____

_____, Master.

Subscribed and sworn to before me at _____ this _____ day of _____, 19

_____, †Acting Deputy Collector.

(This form should be prepared in duplicate, one copy for collector issuing permit to proceed, second copy to be delivered to master on which to enter at next port.)

Agent's name and address _____

Location _____ Net tons _____ Crew _____ Passengers _____

Coal or oil burner _____ Fee $2 for foreign vessel _____ Certificate No. _____

† See Sec. 486, Tariff Act, 1930, for employees designated to administer oaths.

16—17562 U. S. GOVERNMENT PRINTING OFFICE

OUTWARD FOREIGN MANIFEST

(To be filed with Collector by the Master.)

(R. S. 4197, 4199—U. S. C., title 46, secs. 91, 93.)

PORT OF ______________________, ______________________, 19____

Report and manifest of the cargo laden for shipment from the Port of ______________________

on board the ______ (Flag) ______ (Rig) ______ (Name of vessel) ______ net tons,

whereof ______________________ is master, bound for ______________________

Name of Agent ______________________ Address ______________________

NUMBER OF EXPORT DECLARATION	MARKS	NUMBERS	DESCRIPTION AND QUANTITY OF ARTICLES (Values are as stated on shippers' declarations, extracts, or pro forma declarations hereto attached)	REMARKS

16—16772

Form 1374

OUTWARD FOREIGN MANIFEST

District of _____

Port of _____

(Flag, rig, and name of vessel)

Bound for _____

_____, 19____

Cargo _____ Ballast _____

Form 1374

DEPARTMENT OF COMMERCE
BUREAU OF MARINE INSPECTION
AND NAVIGATION

OATH OF MASTER TO MANIFEST ON CLEARING OUTWARD

(R. S. 3986, 3987, 3993, 4198—U. S. C., title 18, secs. 308, 496; title 39, sec. 500; title 46, sec. 94.)

DISTRICT OF _____, PORT OF _____

I, _____ of the
(Master or commander)

_____, bound from the Port of
(Nationality, rig, and name of vessel)

_____ to _____

do solemnly, sincerely, and truly swear that the Manifest of the Cargo on board the above-named vessel, now delivered by me to the Collector of this Port, and subscribed with my name, contains, according to the best of my knowledge and belief, a full, just, and true account of all the goods, wares, and merchandise now actually laden on board the said vessel, and of the value thereof, and the foreign places or countries in which the same are truly intended to be landed, and if any other goods, wares, or merchandise shall be laden or put on board the said vessel previous to her departure from this Port, I will immediately report the same to the said Collector. I do also swear that I verily believe that the duties on all foreign merchandise therein specified have been paid or secured according to law, and that no part thereof is intended to be relanded within the United States; and that if by distress or other unavoidable accident it shall become necessary to reland the same, I will forthwith make a just and true report thereof to the Collector of Customs of the District wherein such distress or accident may happen. And said cargo is truly intended to be landed at the place named in this manifest. So help me God.

I do further swear that I have not received on board the above-named vessel, and have not under my care or within my control, and that I will not receive and convey, any letters or letter packets, addressed to any foreign country, which have not been delivered to me from the Post Office, except such as relate to the cargo, and are addressed to the owner or consignee of said vessel, or such as are inclosed in a United States stamped envelope of a denomination sufficient in amount to cover the United States postage legally chargeable thereon, if the same had been posted and transmitted by the regular mail.

I do further swear that no live cattle, sheep, goats, or swine are or will be taken on board for export, other than those for which certificates have been issued as required by Act of March 4, 1907 (U. S. C., title 21, sec. 71), and that there is not, and will not be taken on board, for export, any meat or meat food products which have not been legally inspected and passed in accordance with the aforesaid act.

_____
Master.

Subscribed and sworn to before me this _____ day

of _____, 19____

_____
Deputy Collector.

16—16772

U. S. GOVERNMENT PRINTING OFFICE

THE OFFICIAL LOG-BOOK

The official log-book is required by law to be aboard every ship on a foreign voyage and is used for the purpose of recording certain occurrences as prescribed by law. It is of standard form and supplied gratuitiously by the government of the United States to American vessels in the foreign trade and the trade between the Atlantic and Pacific ports of the United States.

Pages 1 and 2 contain Acts of Congress relating to log-books and tell exactly what occurrences should be entered in the log-book. The manner in which these entries should be made is also stated on these pages.

Page 3 requires the following information:

a) Certain information, beginning with the name of the vessel, which can be obtained from the Certificate of Registry.

b) The beginning and ending dates of the voyage and the nature of the voyage which may be either foreign, coastwise, or intercoastal.

c) Certain draft records required by law, obtainable from the Chief Officer or Second Officer.

Page 4 contains an index to the entries in the official log-book. A few moments reading will show the procedure required.

Page 5 calls for a list of crew and report of character. As soon as possible after sailing, fill in the names of the entire crew and officers--first the Deck Department commencing with the Chief Officer, then the Engine Department, and finally the Steward Department. The "Report of Character" section will be filled in by the Master at the end of the voyage. Read carefully the footnotes.

Page 8 to 15 provide space for the making of the log entries. Read the footnote. See examples on the following pages.

Page 16 to 20--All data required on these pages are purely of a technical nature and will be recorded by a Deck officer usually the Second Officer, delegated to do so. In case the

clerk is charged with the upkeep of the log, the data for these pages are given him by the Second Officer.

Pages 21 to end of book--Slop accounts and advances of wages to officers and crew. Note the facsimiles on following pages very carefully. Never give out a penny, unless you have a signed receipt for it. On the occasion of the first advance the individual should sign his full name at the lower right hand corner in the space provided. He should also initial for any sums of money given him opposite the sum--generally just under "cash account". When slops are given out follow the same procedure and have the amount of slops drawn signed for immediately. Demand signatures or initials and have the person involved sign *At Once*. It will avoid arguments at a later date.

You will find there are different ways of handling the issuance of slops. Some ships require a chit signed for the amount of slops drawn, others demand signatures placed in the log-book at once. In the latter case the log book will have to be brought to the particular location where slops are being issued, generally a storeroom set aside for that purpose. In the case of chits, if they are given you for entry in the log-book it is an excellent idea to count them and give the person who has given them to you a receipt. Either the Chief Steward or the Master, or if you are handling the slop chest just make sure everything is in order. And *KEEP THEM UNDER LOCK AND KEY*. They mean money to you.

Guard the Log book carefully, for it is yours or the Master's receipt for money. Log-books have been known to be stolen or thrown overboard. The log-book should be so handled during the voyage, so that it can be obtained at a moment's notice in case of an emergency. It should be kept in a safe, but easily accessible place.

The proper preparation and correct logging of events in the official log-book is one of the most important duties of the ship's Master. If the ship's clerk is delegated to do this work, nothing connected with the job calls for more care and attention to details

No entries should be made unless carefully prepared and worded beforehand. Care must be exercised that all entries required by law are made, and that they are made in strict accordance with the form and manner prescribed by law.

Military necessity demands, today more than ever, that log entries be made in compliance with the law. Failure to do so often results in the inability to have incompetent crew members discharged and disconnected from service at sea.

Official log entries must be signed by the Master, and the interested Department Head or other responsible member of the crew. In the case of the logging of a fireman, the Chief Engineer is the interested party. In logging an accident to an A.B. Seaman on deck, the Chief Officer is the interested party, etc. An entry should be made in the log-book on the date of the occurrence, or as soon as possible thereafter and if not made on the same day, it should be made and dated so as to show the date of the occurrence. Nevertheless, a good rule to follow is: "Make the log entry at once."

Proper Procedure in the Logging of a Seaman

There is written in the statutes of the Maritime Laws of the United States, certain punishments to fit crimes and offenses committed on the high seas or in ports. Prompt obedience to lawful orders is essential for the safe navigation of the vessel and discipline must be maintained. The Master of the vessel is empowered in dealing with disobedience of lawful commands by inflicting certain punishments as promulgated in the Maritime Laws. Crimes committed at sea are classified in the law and the punishment and penalties prescribed accordingly. In order to insure that penalties or punishments will be sustained by higher authority, the act of deciding whether or not a crime has been committed and punishment consequently imposed, the procedure must be according to the legal procedure as prescribed in the law. Petty offenses are punishable by fining the seaman (called logging) and more serious offenses by confinement. The latter are generally turned over to the proper authorities on arrival of the vessel at a United States port.

In dealing with offenses aboard ship, the Master will fine offenders and in extreme cases confine the man, but a witness must be present, the accused must be given an opportunity to make any statements in his defense and the case properly logged.

It is always considered that the head of the department making a complaint should be the witness subscribing his name to

the charge and, if possible, another witness who has knowledge of the offense and who was present at the time the offense was committed, preferably an unlicensed member of the crew. This also applies to the subscribing of witnesses' names to the logging of the reply made by the accused. A witness must be summoned who is actually familiar with the circumstances in the case. The subscribing of names as witnesses to the offense and to the accused's reply is important in the event the accused protests the log.

The following then is the usual legal procedure:

1) The complaint is made to the Master of the vessel by the department head and, if the complaint is justified, the Master will write the complaint in the official log-book briefly, but incorporating all the circumstances. This entry must include the offense and the amount of the fine.

2) The individual to be logged or confronted with the accusation is summoned to the Master's office or any designated place where the logging can proceed in an orderly fashion.

3) In the presence of the accusing witness, the Department Head and a member of the unlicensed personnel, the Master reads from the official log-book the charge and accuses the individual as follows: "You are logged one day's pay for being intoxicated and being unable to stand your watch". The Master then hands the accused a copy of the log-book entry and then asks, "Have you anything to say?"

4) When the accused has read the charge or heard what he has been accused of he may reply, "I wasn't drunk or "All right". The important point is to record the man's exact reply.

5) The witnesses then subscribe their names to the log entry indicating the offense and to the log entry of the accused's reply, which is written into the log by the Master or by the clerk if he is acting as the recorder. The incident is then closed.

6) Care must be exercised to note the place, date, and time of the occurrence of both the offense and the accused's reply and if not in port, the latitude and longitude.

There must be two entries made in all cases where a seaman is fined--the first entry concerns only the circumstances of the offense and the amount of the fine. This entry (see #1) must be witnessed by the Department Head making the accusation and witnesses. The second entry (see #3&4) concerns the seaman's reply and also must include the statement that the first entry was read to and a copy handed to the individual accused. This entry must also be witnessed and signed in the same manner as the first.

Under the law, a seaman has the right to appeal the case to the United States Shipping Commissioner and to the federal courts if not satisfied with the decision of the Commissioner. It is, therefore, of the utmost importance, and this cannot be too strongly emphasized, that the legal procedure be followed strictly in accordance with the law. If not, the whole case is liable to be disregarded by the Shipping Commissioner or thrown out of court by reason of illegal procedure. For facsimiles of log entries see page

Ninety per cent of crew members logged will protest any form of legal punishment in the matter of fines, etc., to the United States Shipping Commissioner or, in extreme cases, will engage an attorney to represent them. A great many shipmasters complain that there is no use in logging a crew member because the shipping Commissioner will overrule the logging. This is entirely wrong as the Shipping Commissioner is empowered with the authority to see that the law is upheld and acts as arbiter in accordance with the law, provided the Master has acted strictly within the law, only applying such penalties as the law allows and has made the entry in the official logbook in the manner prescribed. The Shipping Commissioner has the duty of seeing that the laws are upheld and whenever a Master has acted lawfully and reasonably within the scope of the law, no Shipping Commissioner will ever attempt to overrule him.

Close examination into cases where a Shipping Commissioner has overruled a log entry will usually show that a Master has acted beyond his authority or has in some way failed, in the execution of his duty in the manner prescribed. Obviously the Shipping Commissioner has no alternative but to throw out the case because of the illegal procedure, to the great disappointment and embarrassment of the Master. Legal procedure, therefore, is important and the exercising of great care cannot be stressed strongly enough. Otherwise, "going through the motions" is a waste of time and money and is inconvenient at the completion of the voyage.

In summing up the instructions regarding offenses and their punishments, you will note that the recommended procedure provides for the signatures of two witnesses, other than the Master's signature--the officer making the complaint and another witness preferably an unlicensed member of the crew. Although the law requires only the signature of the Master and one other person, this procedure is preferable because the men bearing witness to the offense are chosen from the officers of the ship, and crew as well, thereby avoiding ground for prejudice should the case be protested by the accused.

All other events occurring on the voyage should be entered in chronological order and it is very important to make entries briefly and be certain that the entry includes the date and place of occurrence and the facts. Your attention is directed to paragraph 9 on page 1 of the official log-book. If a man fails to return to the vessel before her sailing, which is quite a common occurrence, it must be entered in the log-book. Any change in a man's rating must be recorded and this includes promotions and demotions. Collisions and damages due to heavy weather must be logged and properly witnessed. Careful perusal and studying of the excerpts from the law on Pages 1 and 2 of the official log-book are very important. Unless a clerk is very familiar with the recording of events, an entry should be first written out and studied for wording to assure that details are covered before putting the entry into the log-book.

At the termination of the voyage, the completed log-book is turned over to the United States Shipping Commissioner and does not remain on board. A new log-book is issued for every voyage.

OFFICIAL LOG of the S.S. John Harrington **from**

Date, hour, and place of the occurrence entered. If at sea, give in addition, the latitude and longitude	Entries required by act of Congress	Amount of any fine or forfeiture inflicted	
At sea, noon March 17, 1943 Lat. 24°00 N Long. 150° W P. Jones 2nd Mate	John Doe, A.B. Seaman, American, died today at 10 A.M. of pneumonia. A. Smith. Geo Brown, Chief Officer Master		
At sea, 5 P.M. March 17, 1943 Lat 24°00 N Long. 152°00 W A. Smith Chief Officer	Vessel stopped and body of John Doe consigned to sea with appropriate burial ceremony Geo Brown Master		

N. B.—Every entry in this log-book required by the act must be signed by the master and by the mate or some other of the crew; and every entry sale of the effects of a seaman or apprentice who has died must be signed by the master and by the mate and some other member of the crew.

OFFICIAL LOG of the S.S. John Harrington **from**

Date, hour, and place of the occurrence entered. If at sea, give in addition, the latitude and longitude	Entries required by act of Congress	Amount of any fine or forfeiture inflicted	
At sea 4 P.M.	John Doe, A.B. Seaman,		
Mar. 14, 1943	Confined to bunk suffering		
Lat. 24° 10" North	with apparent pneumonia		
Long. 140° 20" West	Given light diet and		
	prescribed treatment		
P. Johns, 2nd Mate	Gus Brown, Master		
Honolulu, T.H.	Bill Smith, O.S. came on		
Mar. 15, 1943	board in a drunken condition		
5 P.M.	and therefore unable to stand		
	watch.		
Logged one day's pay @ $82.50 per mo.		2	75
" " "	bonus @ $82.50 " "	2	75
A. Smith, Chief Officer		5	50
M Johnson,	Boatswain Gus Brown, Master		
Honolulu, T.H.	The above entry read to		
Mar. 16, 1943	Smith and he given Copy		
8 a.m.	of said entry. Smith		
	replied "OK, all right."		
A. Smith	Gus Brown,		
Chief Officer	Master		

N. B.—Every entry in this log-book required by the act must be signed by the master and by the mate or some other of the crew; and every entry sale of the effects of a seaman or apprentice who has died must be signed by the master and by the mate and some other member of the crew. 11—830

John Doe *in account with* Britannia

SLOP ACCOUNT					CASH ACCOUNT				
Feb	1	JD	1	20	Feb	1	JD	10	—
"	10	JD	1	00	"	5	JD	5	—
"	12	JD	2	00	"	28	JD	10	—
Mar	10	JD	1	00	Mar	20	JD	20	—
			5	20				45	—

I acknowledge having received the articles and cash as charged above.
WITNESS:

J. M. Smith, Clerk — Lisa Brown, *Master.* — John Doe

_____ *in account with* _____

SLOP ACCOUNT					CASH ACCOUNT				

I acknowledge having received the articles and cash as charged above.
WITNESS:

_____ — *Master.* — _____

_____ *in account with* _____

SLOP ACCOUNT					CASH ACCOUNT				

I acknowledge having received the articles and cash as charged above.
WITNESS:

_____ — *Master.* — _____

THE AMERICAN CONSUL

The American Consul is appointed by the Department of State and resides in a foreign country. He represents the U. S. Government, cares for the commercial interests of American Citizens and affords protection to American Commerce as well.

The duties of the consul covers a wide scope of activities relating particularly to the commercial interests of the United States and the Government to which he has been appointed. As far as the relations of the Master of an American vessel and the consul are concerned, they cover principally, (1) the obtaining of Bills of Health, (2) the shipping and discharging of crew members, and reporting those who have quit the vessel for any reason, (3) the filing of what is known as a Marine Note of Protest in case the vessel has experienced bad weather, or encountered a collision etc.

Seamen on American ships are entitled to what is known in the Consular Regulations as "Relief of Seamen". Refer to the Seaman's Manual Chapter 22, Page 576, which covers the law in detail. The law affords certain protection for seamen who have become sick, injured or shipwrecked, or who have failed to join their vessel before sailing, and left stranded. If a seaman requires hospitalization, it is the consul's duty to procure and arrange proper treatment and when the seaman is able to travel, to return the seaman to the United States. If a seaman is shipwrecked, he is entitled to transportation to the United States, which is arranged for by the consul. If a seaman has failed to join his vessel, or deserted, such seaman is entitled to relief, although the consul must weigh the merits of the case carefully before granting relief in order that abuses may not occur. Such seamen are designated as "Destitute or Consular Seamen" and a Master of a vessel must accept such seamen as passengers, provided of course, there is ample accommodations, and facilities for proper care in the case of injured or sick seamen.

Any crew changes must be made in strict compliance with the shipping laws. No member of the crew, either an officer or unlicensed member, can sign off or be discharged without the consent of both the Master and the consul. Signing off when both parties agree is commonly called "signed off by mutual consent." Crew changes such as desertion, failure to join ship, hospitalization or sickness must be reported to the Consul. In the case of hospitalization, the crew member is

signed off by the consul. The Master receives an official receipt for any wages due, which are deposited in the American Consulate, and will be paid the seaman on discharge from the hospital. Desertions and failure to join are usually reported to the American Consul at the port following the one where the man failed to join, or deserted. There are certain official forms to be sworn to by the Master and attested by the Consul, the vessel is liable to penalties on arrival atc United States Port. Take for instance a seaman who has failed to join or deserted his vessel in a foreign port: the matter should be reported to the first American Consul, who prepares a form affidavit in duplicate signed by the Master. The original is attached to certified American crew list; the duplicate to the ships articles list. In reporting a change in crew, the Master must submit to the consul the ship's articles, the certified American crew list, and the alien crew list form (I-480). The Master swears to the affidavit (a consular form) stating the changes that have occurred. A corresponding notation is made on the ship's articles opposite the seaman's name - "failed to join at so and so" or "deserted, port, date." and the man's name deleted from the Articles. The Immigration Crew List (form I-480) is also presented, the man's name deleted from the manifest with the proper notation and the Consul visas the crew list.

Upon arrival at an American port the Master has to account for all absentees in the crew and the consular certificate serves the purpose of accountability. Failure to produce either the seaman or the certificate of change in the crew involves penalties.

In signing on a seaman the same action takes place as would before a shipping commissioner in the United States. In addition the Master is given a certificate reporting the shipment of a seaman, and the seaman's name is also added to the Alien Crew Manifest, (Form I-480), which the consul visas.

The Marine Note of Protest is a document sworn to by the Master before the American Consul that the vessel has encountered heavy weather, and declaring that weather conditions were such that, if ship or cargo were damaged, it was caused by the elements and not negligence. If is in reality a protest against the ship and/or her owners being held accountable for damages caused by weather through no fault of the officers and crew.

It is important to remember that a Marine Note of Protest must be filed at a port if the vessel has encountered bad

weather, collision or accident during her voyage. The document is important in the event claims are made by the consignees or shippers of the cargo for damages through their insurance adjusters, or that law suits are instituted for personal injury. The original of the Marine Note of Protest is given the Master. Two copies remain in the Consulate.

Bills of Health: In every port where there is an American Consul or American Consular Agent, application must be made for an American Bill of Health. This simply involves an official call at the Consulate and submitting certain detailed information which the consul transcribes to the bill of health with other required facts embodied in the document.

CALCULATION OF PAYROLL TIME

In calculating a seaman's wages two fundamental points are necessary. You must know his rate of pay and the length of the period for which he is to be paid. The shipping industry has its own methods of calculating pay time, and this unit gives rules, covering every possible situation.

In computing time for which seamen are entitled to receive wages, most companies follow the practice of considering any part of a day as a full day.

When the time for which a seaman is to be paid is less than one month, count the exact number of days. An easy way to do this is to subtract the beginning date from the ending date and add one to the result. For example, May 5 to May 27 is 23 days--

May 27	-- ending date
May 5	-- starting date
22	-- days
1	-- "
23	-- days Pay Time

When the time for which a seaman is to be paid is less than one month, but the beginning date and ending date fall in different months, again the exact number of days are counted. An easy way to do this is to subtract the beginning date from the last day of the month, add one, and then add to that result the number of days in the second month. For example: May 27 to June 4 is 9 days--arrived at by subtracting 27 from 31 and adding 1 (5), plus 4 (days in June) giving a total of 9 days.

When the time for which a seaman is to be paid is more than one month, count from the beginning date by months as far as possible then add the exact number of days until the ending date is reached. For example, January 24 to June 26 is 5 months and 3 days arrived at by counting by months from January 24 to June 23 (5 months) and adding the exact number of days from June 24 to June 26 (3 days).

Note: When counting by months, the exact number of days in any month is not considered. You must remember too, that, in counting by months, the ending date of any month will be the date numerically preceding the starting date. For example, a month starting on May 15 will end on June 14. June 15 is the first day of the second month. Any exceptions to this procedure are covered by the rules given below.

Other situations that do not fall entirely under the above rules are as follows:

1) Time starting on the first day of any month and ending on the last day of the same month or any other month will always result in even months.

January 1 to January 31 is one month
January 1 to February 28 is two months
February 1 to March 31 is two months
July 1 to August 31 is two months
February 1 to February 28 is one month
May 1 to June 30 is two Months

2) Time starting on the first day of any month and ending on the thirtieth day of the same month or any other month, even though it may be a thirty-one day month will always result in even months.

January 1 to January 30 is one month
January 1 to March 30 is three months
July 1 to August 30 is two months

3) When the period of time is over a month in length, and the time has been counted by months from the beginning date as far along as possible, and the remaining number of days totals thirty, then the time will be expressed in even months.

For example, January 15 to August 13 is seven months, arrived at as follows: From January 15 to July 14 is six months. The exact number of days from July 15 to August 13 is thirty days and is considered to be one month, thus the seven months.

4) The following periods of time do not fall under any of the above rules. Each one is a separate instance.

January 30 to February 28 is one month
January 31 to February 28 is one month
January 29 to February 29 is one month and one day
January 31 to February 29 is one month
January 30 to March 1 is one month and one day
January 31 to March 1 is one month and one day

SEAMENS' WAGES

During the present war emergency a seaman receives compensation for his services from several different sources due to the circumstances connected with the voyage. It is the purpose of this unit to explain the different bases governing a seaman's salary and to show the calculations involved.

Base Pay. The basic monthly rate at which a seaman is paid for services rendered is called base pay.

Temporary Emergency Increase: This is a temporary increase, due to the present emergency, received by the seaman in addition to his base pay. For all practical purposes it is a wage increase and is now an established part of a seamen's wages. It is a monthly rate, and at the present time, in the case of unlicensed personnel, is the flat sum of $17.50. Licensed personnel may receive a percentage of their base pay, or a stipulated amount plus a percentage of the base pay. This may be expressed for example, as 25 percent of the base pay, or as $10.00 plus 15 percent of the base pay.

All information concerning rates of base pay and temporary emergency increase applicable to each capacity or rating on board ship may be obtained from the Manning List and Wage Scale. This is a list prepared by the shipping company, for each ship in its fleet, showing the number and kind of ratings required aboard and the base pay and temporary increase for each rating. Any ratings not included in the Manning List and Wage Scale are covered by directives from the Main Office.

A seaman's wages are paid on a monthly basis which means that a man receives a month's pay for each full month he works, regardless of the number of days in the month. The month of February has 28 days, June has 30 days and December 31, but the seaman, being paid on a monthly basis, will receive one month's pay for each of these months, regardless of the number of days

In determining a man's pay for a period of less than one month in length, all months are assumed to have thirty days. Thus, one day's pay is one-thirtieth (1/30) of the monthly rate, or seventeen days pay is seventeen-thirtieths (17/30) of the monthly rate.

When these fractional parts of a month result in unwieldly fractions, the fraction should be converted to a decimal, carried one place and the remaining fraction held. The following chart shows each day as a fractional part of a month with its corresponding decimal equivalent. In making the computation, either the fraction or the decimal may be used, but the efficient clerk will choose the easier one with which to work.

1/30 - -- - .0 1/3	16/30 - 8/15 - .5 1/3
2/30 - 1/15 - .0 2/3	17/30 - -- - .5 2/3
3/30 - 1/10 - .1	18/30 - 3/5 - .6
4/30 - 2/15 - .1 1/3	19/30 - -- - .6 1/3
5/30 - 1/6 - .1 2/3	20/30 - 2/3 - .6 2/3
6/30 - 1/5 - .2	21/30 - 7/10 - .7
7/30 - -- - .2 1/3	22/30 -11/15 - .7 1/3
8/30 - 4/15 - .2 2/3	23/30 - -- - .7 2/3
9/30 - 3/10 - .3	24/30 - 4/5 - .8
10/30- 1/3 - .3 1/3	25/30 - 5/6 - .8 1/3
11/30- -- - .3 2/3	26/30 -13/15 - .8 2/3
12/30 -2/5 - .4	27/30 - 8/10 - .9
13/30- -- - .4 1/3	28/30 -14/15 - .9 1/3
14/30- 7/15 - .4 2/3	29/30 - -- - .9 2/3
15/30- 1/2 - .5	

The usual formula Rate x Time is used in calculating a man's wages.

Problem #1 A seaman receives a base pay of $95 a month with a temporary increase of $17.50. The payroll time is 16 days. How much will this man receive?

Solution: Since the amount of base pay and temporary emergency increase are usually shown separately on the payroll, it is necessary to calculate these amounts separately. Refer to the above chart and decide whether the fraction or the decimal, representing thr 16 days, is easier to work with. In this case you will decide to use .5 1/3. Multiply the rate, $95, by the time .5 1/3 to arrive at the base pay for 16 days. To arrive at the amount of the temporary emergency increase, multiply the rate $17.50 by the time .5 1/3. Combine these two figures and you have the seaman's wages.

$95	$17.50	$50.67
.5-1/3	.5-1/3	9.33
31-2/3	5 83-1/3	$60.00
475	87 50	
$50.6-2/3	$9.333-1/3	

$50.67 $9.33

Problem #2 A junior engineer receives a base pay of $143.50 a month and a temporary emergency increase of $10.00 plus 15% of the base pay. The payroll time is 2 months and 5 days. How much will this man receive?

Solution: Proceed as in the preceding problem. Figure base pay and temporary emergency increase separately. Decide whether the fraction or the decimal, representing the 5 days, is easier to work with. Apply the formula Rate x Time. To determine the rate of temporary emergency increase take 15% of $143.50 and add $10.00 to the result. Multiply this rate by the time (2 1/6) to arrive at the temporary emergency increase earned. Add the base pay earned and the temporary emergency increase earned and you have the wages earned for the period.

$143.50	$143.50	$21.00	$310.92
2 1/6	.15	10.00	68.32
23 91 2/3	717.50	31.53	$379.24
287 00	1435 0	2 1/6	
$310.91 2/3	$21.5250	5 25 1/2	
		63 06	
$310.91 2/3	$21.53	$68.31 1/2	
$310.92		$68.32	

Penalty Cargo Bonus

Penalty Cargo Bonus: This is a bonus paid to every man aboard, including the Master, when the vessel is carrying as part of her cargo, explosives, inflammables, or other cargo of a combustible nature.

The Clerk should, therefore, familiarize himself with the nature of the cargo on board, and consult with the Master to determine whether or not this bonus is payable. The Penalty Cargo Bonus begins on the first day of loading and ends on the final day of discharge of this particular type of cargo.

In computing the amount of the Penalty Cargo Bonus, the time between the first day of loading and the final day of discharge is determined according to the rules for calculating time previously given. The rate is a percentage (15% at the present time) of the base pay. This rate multiplied by the time determines the amount of the Penalty Cargo Bonus.

Problem #3 Suppose a crew signed foreign articles, on June 1 and left Port A on June 2 at 2:45 P.M. The ship reached Port B on June 5 and started loading several tons of explosive cargo on June 6 at 7 A.M. Another stop was made at Port C on June 9, and more explosive cargo was loaded. This latter loading commenced on June 9 at 1 P.M. The ship then sailed foreign, arrived in Port D, and started discharging part of its cargo, including the explosives, on June 24 at 3:25 P.M. The ship reached Port E on June 27, and finished discharging cargo, including all the explosives, at 11 P.M. on the same date. The ship reached Port F on June 29 and the final discharge of cargo occured at 7:40 P.M. on June 30. The problem involved here is to determine the time for which the Penalty Cargo Bonus applies.

Solution: Referring back to the second paragraph in this section, you will note that the time covered by the Penalty Cargo Bonus runs from the first day of loading to the last day of loading and is figured according to pay time rules. Therefore the time will be from June 6 to June 27--any part of a day being considered a full day--which amounts to 22 days.

Problem #4 Using the facts set forth in Problem #3, determine a seamans salary whose base pay is $196.75.

Solution: The time, determined from Problem #3 is 22 days, which is .7 1/3 of a month (see chart on page 4). $196.75 times .7 1/3 is $144.283 1/3. 15%, the rate of Penalty Cargo Bonus, of this figure is $21.64.

$196.75	$29.51
.15	.7 1/3
98375	983 2/3
19675	20657
$29.5125	$21.640 2/3
$29.51	$21.64

Overtime

Overtime Pay: For work aboard a vessel in excess of a regular day's work, the officers and crew receive overtime pay. Rates are expressed on an hourly basis, and vary according to rank and also according to the type of work done.

All department heads are fully informed when overtime is payable and the rate applicable. The clerk should never assume the responsibility of paying overtime, unless authorized to do so.

War Bonus Payments

The war bonus decisions are promulgated by the Maritime War Emergency Board for the purpose of compensating seaman for risks and hazardous undertakings while vessels of the United States Merchant Marine are traversing zones and areas affected by acts of war or enemy attack. All steamship operators and Captains of vessels are issued copies of these decisions, which are being continually changed. Although the rates are subject to change, as well as the zones and areas, the fundamentals of computing bonus payments very seldom change. The Board strives to establish a uniform system of compensation, bonuses, and insurance benefits for all services, with equality to employer and seamen.

You will experience during the course of the voyage, demands by the crew to be paid bonuses or compensations for zones or

areas for which you have no instructions or authority to make payment. In such instances do not include any doubtful areas in the payroll, but wait until the vessel arrives at the first American port and acertain the decision of the board. In order to avoid complications you should keep abreast of the times.

The Voyage Bonus

Certain zones in the oceans of the world have been declared to be Voyage Bonus Zones and all members of the crew, and the Master, are entitled to receive a Voyage Bonus when aboard a ship within these zones. The following rules apply in determining the time spent within a zone for which a man is to be paid.

A seaman receives a full day's bonus for the day a ship goes from a no bonus zone to a bonus zone even though only a portion of the day was spent in the bonus zone.

Example: A vessel left a no bonus zone and entered a bonus zone at 11:55 P.M. on January 1. Applying the above rule, the crewaboard the vessel will receive one day's bonus for January 1 even though the vessel was in the bonus zone for only five minutes of that day.

A seaman receives a full day's bonus for the day a ship goes from a bonus zone to a no bonus zone, even though only a portion of the day was spent in the bonus zone.

Example: Suppose a vessel passed from a bonus zone to a no bonus zone at 12:05 A.M. on February 6. You will note that the ship was in a bonus zone for only five minutes of February 6. But according to the above rule the crew will receive a day's bonus for February 6.

When passing from one bonus zone to another bonus zone, the time of passing the line of demarcation, for payroll purposes, is considered to be as of the last completed hour prior to the time of passing.

Example: Suppose a vessel passed from one bonus zone to another bonus zone at 3:15 P.M. on March 19. This time in the first bonus zone would stop, and the time in the second bonus zone would begin at 3 P.M., the last completed hour prior to the time of passing.

If a ship enters a port in a bonus zone, the voyage bonus is applicable to the time spent in that port, except as stated in the following two situations:

1) When a ship puts into a port within the continental limits of the United States for purposes of safety from enemy action, pursuant to the orders and directions from the Navy Department, and not for the purposes of loading or discharging cargo and/or passengers, or performing the vessel's business, the time of passing from a bonus zone to a no bonus zone, for pay-roll purposes shall be as of the last completed hour prior to passing the line of demarcation. When the vessel leaves the protective zone the same rule applies. That is, the time of passing from the safety zone to the bonus zone shall be as of the last completed hour prior to passing the line of demarcation.

   Example: A ship traveling in a bonus zone is ordered by the Navy Department to seek refuge in Port A. The ship passes from the bonus zone into Port A at 10:20 A. M. The period for which the bonus is paid stops at 10 A. M., the last completed hour prior to time of passing from the bonus zone to the port of safety. Assume that the ship leaves this port of safety two days later at 9:45 P. M. and enters a bonus zone at that time. The period of the bonus will start as of 9 P. M., the last completed hour prior to the time of passing from the safety zone to the bonus zone.

2) If, however, a ship puts into a port within the continental limits of the United States for the purposes of loading and/or discharging cargo, or otherwise performing the vessel's business, the men aboard will receive a full day's voyage bonus for the day of passing. This same rule applies when the ship leaves the port and reenters the war bonus zone.

   Example: A ship in a bonus zone put into port within the continental limits of the U.S. at 6:20 A.M. on April 21, and sets sail again at 7:50 P. M. on April 24. Each member of the crew would receive a full day's bonus for both April 21 and April 24, even though the ship was in the bonus zone for only parts of those days.

Problem #5: The following entries are taken from the deck log of the S.S. Enterprise:

1) October 13 at 9:45 A.M. passed from a no bonus to a 100% bonus zone.

2) October 15 at 7:20 P.M. entered Port A, within the continental limits of the United States for the purpose of loading cargo.

3) October 17 at 9:45 P.M. left Port A and reentered the 100% bonus zone.

4) October 19 at 2:50 P.M. left the 100% bonus zone and entered Port B within the continental limits of the United States by order of the Navy Department.

5) October 21 at 4:50 A.M. left Port B and reentered the 100% bonus zone.

6) October 29 at 2:05 A.M. passed from the 100% bonus zone to a 40% zone.

7) November 10 at 3:55 P.M. entered foreign Port C for purposes of discharging cargo.

8) November 12 at 2:45 A.M. left Port C.

9) November 15 at 11:00 A.M. entered foreign port D for purposes of discharging cargo.

10) November 30 at 6:35 A.M. left Port D.

11) December 15 at 8:10 P.M. passed from the 40% bonus zone to a 100% bonus zone.

12) December 19 at 12:05 A.M. left the 100% bonus zone and entered a no bonus zone.

The problem here is to determine the time to which a Voyage Bonus is applicable and the length of time spent in each zone. Read again, carefully, the rules already given governing Voyage Bonus time.

Solution:

1) 100% zone from 12:01 A.M. on October 13 to 12 midnight on October 15 -- 3 days.

2) 100% zone from 12:01 A.M. on October 17 to 2 P.M. on October 19 -- 2 days and 14 hours.

3) 100% zone from 4:00 A.M. on October 21 to 2:00 A.M. on October 29 -- 7 days and 22 hours.

4) 40% zone from 2:00 A.M on October 29 to 8:00 P.M. on December 15 -- 1 month 16 days and 18 hours.

5) 100% zone from 8:00 P.M. on December 15 to 12 midnight on December 19 -- 4 days 4 hours.

The time spent in zones of the same percentage may be combined so that we have 1 month, 16 days, and 18 hours in the 40% zone and 17 days and 16 hours in the 100% zone.

So far we have considered only the question of time in connection with the voyage bonus. Now we must consider the rate of pay at which a seaman will be paid and the amount of the bonus due him.

The compensation for being in a bonus zone is designated as a percentage of the base pay and temporary emergency increase combined, for the period of time spent within the zone. If the rate of base pay and temporary emergency increase combined amounts to $100.00 or less, the voyage bonus rate is the percentage expressed as dollars.

Problem #6 Using the facts set forth in Problem #5, let us see how much Voyage Bonus a man will receive whose rate of base pay is $115 and whose rate of temporary emergency increase is $17.50.

Solution: The first step is to convert the time in each zone into decimal fractions using the charts on the following page.

Decimal Equivalents correct to five places.

Days of the Month

1/30 - - .03333
2/30 - - .06667
3/30 - - .1
4/30 - - .13333
5/30 - - .16667
6/30 - - .2
7/30 - - .23333
8/30 - - .26667
9/30 - - .3
10/30 - - .33333
11/30 - - .36667
12/30 - - .4
13/30 - - .43333
14/30 - - .46667
15/30 - - .5
16/30 - - .53333
17/30 - - .56667
18/30 - - .6
19/30 - - .63333
20/30 - - .66667
21/30 - - .7
22/30 - - .73333
23/30 - - .76667
24/30 - - .8
25/30 - - .83333
26/30 - - .86667
27/30 - - .9
28/30 - - .93333
29/30 - - .96667

Hours of the Month

1/720 - - .00139
2/720 - - .00278
3/720 - - .00417
4/720 - - .00556
5/720 - - .00694
6/720 - - .00833
7/720 - - .00972
8/720 - - .01111
9/720 - - .01250
10/720 - - .01389
11/720 - - .01528
12/720 - - .01667
13/720 - - .01806
14/720 - - .01944
15/720 - - .02083
16/720 - - .02222
17/720 - - .02361
18/720 - - .02500
19/720 - - .02639
20/720 - - .02778
21/720 - - .02917
22/720 - - .03056
23/720 - - .03194

(No longer needed)

This man was in the 40% bonus zone for 1 month, 16 days, and 18 hours which is 1.55833 of a month. Multiply this figure by the rate, $132.50 (base Pay $115 plus temporary emergency increase $17.50). The result is $206.47873 which represents the amount of base pay and temporary emergency increase attributable to the period. The voyage bonus, 40% of this figure, amounts to $82.59.

1	month	- 1.	1.55833		$206.47873
16/30	month	- .53333	132 1/2		.4
18/720	month	- .02500	77916 1/2		$82.591492
		1.55833	311666		
			467499		$82.59
			155833		
			$20647872 1/2		

17 days and 16 hours were spent in the 100% bonus zone. This is .58889 part of a month. Multiply this figure by the rate, $132.50 (base pay $115 plus temporary increase $17.50). The result is $78.02793 which represents the amount of base pay and temporary emergency increase attributable to the period. Since this is a 100% zone the amount of the voyage bonus will be $78.03.

17/30	month	- .56667	.58889		$78.02793
16/720	month	- .02222	132 1/2		1.00
		.58889	29444 1/2		$78.02793 00
			117778		
			176667		$78.03
			58889		
			$7802792 1/2		

Problem #7 Using the facts set forth in Problem #5, determine the amount of Voyage Bonus due a seaman whose rate of base pay is $65 and whose rate of temporary emergency increase is $17.50.

Solution: From Problem #6 we have already determined the time in the 40% zone to be 1.55883 of a month. Since the rate of base pay and temporary emergency increase combined for this man is less than $100, the bonus rate becomes $40 instead of 40%. Multiply 1.55833 by $40 and you have the amount of the voyage bonus for this man in the 40% zone.

1.55833
$40
$62.33320 ----$62.33

The time spent in the 100% zone is .58889 of a month, (see problem #6). Again, applying the rule that, if the combined rate of base pay and temporary emergency increase is less than $100, the voyage bonus rate is the percentage expressed as dollars, we find the Voyage Bonus rate to be $100 instead of 100%. Multiply .58889 by $100 to determine the Voyage Bonus for this man in this zone.

.58889
$100
$58.88900 -- $58.89

Area Bonus

Certain areas have been decreed as dangerous areas, and the seamen aboard ships in these areas receive a daily stipend for each day in these areas. The rate at the present time is $5.00 a day, or any part of a day, and is payable in addition to all other bonuses. To determine the time spent in a certain area, count the exact number of days. This bonus also applies to time spent in any port in these designated areas.

Example: A vessel enters a Bonus Area on January 5 at 10:50 P. M. and leaves the Bonus Area on January 10 at 2 A. M. Each man aboard is entitled to the Area Bonus for each day in the area, including January 5 and January 10, even though only portions of these two days were spent in the area. The length of time in the area is, therefore, 6 days. This multiplied by the rate of $5.00 per day gives an Area Bonus of $30.00 to each man board.

Port Attack Bonus

If a ship is in any port or at anchorage near any port, while that port is being attacked by an enemy force, each member of the crew, regardless of rank, shall receive a stipulated sum. The Port Attack Bonus is applicable only once, to any port regardless of the time spent there, or the number of attacks.

However, if a ship is in a port while that port is subjected to attack, thereby entitling each member of the crew to the Port Attack Bonus, and the ship then leaves that port, and

later returns to the same port, the crew is entitled to another Port Attack Bonus, in case the port is again attacked.

You will notice that time has no application to the Port Attack Bonus. The only requisite is that the port be subject to attack while the ship is in the port.

DEDUCTIONS FROM SEAMENS' PAY

Allotments: The term allotment as used in connection with the ship's articles or the ship's payroll refers to a stipulated amount that the seaman wishes to have sent to certain members of his family as specified by law, while he is on his voyage. The seaman may prefer to have the allotments deposited in an account in his own name in a savings bank or in a postal savings account. The allotment is designated before the voyage commences and must be witnessed by the United States Shipping Commissioner who retains three original allotment notes. He sends one to the shipping company, one to the recipient of the allotment, and keeps one on file. This information is entered on the Shipping Articles in the columns headed "Monthly Allotment," "Amount," and Payable to."

Allotments are paid by the company only at the expiration of the monthly period. Therefore, allotments should be deducted if the payroll period ends within two days of the due date of the allotment note. This applies to payrolls terminating in American ports. Should an occasion arise to pay a seaman off in a foreign port, allotment payments should be deducted within five days of the due date. When a seaman who has made an allotment is paid off in any port or leaves the ship for any reason whatsoever, the home office of the steamship operator must be notified at once by the fastest method of communication; if in an American port by telegram, confirmed in writing; if in a foreign port by cable or radio. Allotment payments automatically stop when a voyage ends, providing the crew has been paid off.

Advances: Advances are amounts of cash drawn by the seaman against his wages earned. Due to the existing emergency the War Shipping Administration does not allow operators of the Merchant fleet to carry on board large amounts of money. When the Master wants money, to make advances, for example, he obtains it either from foreign agents or by means of a letter of credit.

Before an advance is to be made, the officers and crew should be solicited for the amount of money they wish to have advanced to them. A seaman cannot draw the full amount of wages earned. The law very clearly states that a seaman shall be entitled to receive on demand one-half of the wages

earned and remaining unpaid in every port where the vessel loads or discharges cargo. Demand for wages cannot be made more than once every five days. Care should be exercised not to advance more than the amount of wages due at the time the advance is made. The advances will be made in the local currency of the country at the prevailing rates of exchange. These rates of exchange must be entered in the official-log-book.

The amounts of these cash advances are entered in the seaman's account in the log-book at the time of payment. When the payroll is to be prepared, the advances in the seaman's account are totaled and the total is shown as a deduction from his gross earnings on the payroll.

Slops: Every vessel has a ship's store or canteen which has for sale to the crew such items as tobacco, cigarettes, sundries and certain essential articles of clothing which must be carried as prescribed by law. This is known on board ship as a slop chest, and the merchandise of a slop chest is known as slops. The articles of the slop chest may be sold for cash, or, if a seaman prefers, they can be charged to his account, and at the termination of the voyage be deducted from his wages. The amount of each charge is entered in the seaman's account in the official log-book, which is signed by the individual as he receives the merchandise. In some cases chits are signed in lieu of making separate entries for each transaction. In the preparation of the payroll the total of slops drawn on account is entered as a deduction opposite his name in the slop account column.

Fines: If a seaman is guilty of any offenses committed on board, the Master has the authority to fine the offender, as prescribed by law. Such fines are called "logging". The amount of the fine is entered in the official log-book in the section for occurrences, not in the seaman's pay account. At the end of the voyage, the fine is deducted from the seaman's wages on the payroll.

Social Security Taxes: The Federal Social Security Act became a law on August 14, 1935. The Act provides for a retirement plan under which a worker may retire after reaching the age of sixty-five and be entitled to receive a monthly benefit from that time until he dies. Taxes are imposed on the employer and the employee to raise funds needed to pay the benefits. The amount paid by the employee is 1% of his wages, deducted at the source. If a man is allowed board and lodging, in addition to his wages, 1% is paid on both the wages and the amount of board and lodging.

In the case of a seaman where the contract of employment provides for board and lodging, the seaman pays a 1% tax on both his wages and the amount of board and lodging. The social security tax is shown as a deduction in the designated column on the payroll.

Sometimes a seaman may be paid cash to take care of his own meals and lodging. Most companies consider this to be an expense other than part of a man's earnings and, therefore, not subject to the social security tax. However, some companies, even though a cash allowance for board and lodging has been made to the seaman, will show on the payroll the amount of board and lodging just as though this had been furnished aboard the ship. This amount is subject to the 1% Social Security Tax.

The rates at which the value of meals and lodging are computed vary from $1.20 to $1.75 per day, depending upon the cost to the steamship operator. In computing the amount of board, and lodging the rate is multiplied by the *exact number of days.*

Victory Tax Deductions: Under the Revenue Act of 1942 a Victory tax of 5% is imposed on all income in excess of $624 per annum of every individual other than nonresident aliens. In so far as seamen are concerned the tax is deductible at the source, on the amount of actual wages earned. Since the payrolls on vessels are made up at irregular intervals, and a seaman may change his employment at irregular intervals, no regular payroll period can be used for ship's payrolls. It is therefore necessary to establish a uniform method of exemption by dividing that annual exemption of $624 by the 365 days of the year to determine the daily exemption which is $1.71. Multiply the actual number of days worked by the daily exemption of $1.71 to arrive at the total amount exempt from tax. Subtract this amount from the man's total wages. The balance is subject to a 5% victory tax.

Victory tax is deducted from money earned only, and the valuation of board and lodging is exempted from this tax. However, if a seaman is paid any money for meals and subsistence, while his vessel is in a port, in lieu of meals and subsistence usually furnished by the vessel, this money is taxable. The exception to this rule is this: if the steamship operator considers this item an expense, other than wages, the amount is not taxable. To determine the method used by the individual steamship operators, inquiries should be made before attempting to make any deductions.

MANIFESTING CARGO

An inward cargo manifest is a standard form used to record all cargo being brought into any United States port. It is made up chiefly for custom house officials for import duty and tax purposes.

At each foreign port of loading bills of lading will be delivered to the Ship's Clerk by the company representative in that port. Items are entered on the manifest from the bills of lading and they must appear on the manifest exactly as on the bills of lading. Items cannot be grouped on the manifest, no matter how many there are of the same commodity. The items on the manifest appear in the order of loading at each port of call.

A separate manifest is prepared for each port of discharge in the United States. Suppose a vessel is loading cargo at Ports A.B. and C for Baltimore, Philadelphia, and New York. At Port A a manifest is made for the cargo going to Baltimore, a second manifest is made for the cargo going to Philadelphia and a third is made for the cargo going to New York. At port B the cargo loaded for Baltimore is entered on the Baltimore manifest which was first started in Port A. The cargo loaded for Philadelphia at Port B is entered on the Philadelphia manifest which was started at Port A. The cargo loaded for New York is entered on the New York manifest which was started in Port A. At port C the cargo loaded for Baltimore is entered on the Baltimore manifest which was started in Port A and added to in Port B. The cargo loaded for Philadelphia is entered on the Philadelphia manifest which was started in Port A and added to in Port B. The cargo loaded for New York is entered on the New York manifest which started in Port A and added to in Port B.

The "Number of Pieces" and the "Weight" columns on each manifest are totaled. If a manifest consists of more than one page, each page should be totaled and that total carried forward to the following page; the final total appearing on the last page. All the manifests for each port of discharge put together make a complete manifest. The totals of the "Number of Pieces" and the "Weight" columns for the complete manifest are put on the last page of the manifest for the first port of discharge. At least twenty-five copies of this completed manifest should be prepared.

WAR SHIPLADING. 7-1-42

BILL OF LADING

RECEIVED from the Shipper hereinafter named, the goods or packages said to contain goods hereinafter mentioned, in apparent good order and condition, unless otherwise indicated in this bill of lading, to be transported subject to all the terms of this bill of lading with liberty to proceed via any port or ports within the scope of the voyage described herein, to the port of discharge or so near thereunto as the ship can always safely get and leave, always afloat at all stages and conditions of water and weather, and there to be delivered or transshipped on payment of the charges thereon. If the goods in whole or in part are shut out from the ship named herein for any cause, the Carrier shall have liberty to forward them under the terms of this bill of lading on the next available ship.

It is agreed that the custody and carriage of the goods are subject to the following terms on the face and back hereof which shall govern the relations, whatsoever they may be, between the shipper, consignee, and the Carrier, Master and ship in every contingency, wheresoever and whensoever occurring, and also in the event of deviation, or of unseaworthiness of the ship at the time of loading or inception of the voyage or subsequently, and none of the terms of this bill of lading shall be deemed to have been waived by the Carrier unless by express waiver signed by a duly authorized agent of the Carrier:

SHIP M. S. / S. S. ..... VOYAGE NO. ..... PORT OF LOADING .....

SHIPPER: ..... CODE NO. .....

CONSIGNEE: ..... CODE NO. .....

If consigned to Shipper's Order arrival notice to be addressed to ..... (Without liability to Carrier, see Clause 12 hereof)

PORT OF DISCHARGE FROM SHIP: ..... (If goods to be transshipped at port of discharge)

DESTINATION OF GOODS: ..... (See Clause 11 hereof) (The scope of the voyage is described in Clause 3 hereof)

PARTICULARS FURNISHED BY SHIPPER OF GOODS

Declared Value (See Clause 17)	Marks and Numbers	Quantity or Number of Pieces or Packages	Description of Goods	Weight		Cubic Feet	Code No.	Rate
				Gross Kilos	Gross Pounds	(Not to be filled in by Shipper)		

This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U.S.C., 31 and 32 as amended. Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law.

If the goods herein covered are carried on a vessel owned by or under bare-boat charter to the United States and which is a Public Vessel of the United States, War Shipping Administration, on behalf of the United States, hereby assumes all liabilities it would have with respect to the carriage of such goods if the vessel were a merchant vessel except with respect to cargo owned by the United States or any Agency or Department thereof and lend-lease cargo. This clause is to be construed only as an agreement that such cargo when carried on such a Public Vessel shall be treated as though the carrying vessel were a merchant vessel with respect to liabilities for loss or damage to such cargo.

(Not to be filled in by Shipper)

CODE		RATE	FREIGHT		CODE		RATE	FREIGHT	
					45-7	War Surcharge			
					45-2	Surcharge			
					45-3	Landing Charge			
					55-11	Canal Transfer			
					55-3	Mexican Tax			
					47-25	Wharf Demurrage			
					47-3	Insurance Premium			
					55-4	Tolls & Wharfage			
					55-5	Handling Charge			
FREIGHT TO BE PREPAID—TO COLLECT (cross out words not applicable)					TOTAL (of both columns)				

IN ACCEPTING THIS BILL OF LADING the shipper, consignee and owner of the goods agree to be bound by all of its stipulations, exceptions, and conditions, whether written, printed, or stamped on the front or back hereof, any local customs or privileges to the contrary notwithstanding.

IN WITNESS WHEREOF, the Master of the said ship has affirmed to ..... (Number) ..... bills of lading, all of this tenor and date, ONE of which being accomplished, the others to stand void.

Dated at .....

FOR THE MASTER, as AGENT FOR THE MASTER

By .....

B/L No. _____

PRINTED IN U.S.A.

1. This bill of lading shall have effect subject to the provisions of the Carriage of Goods by Sea Act of the United States of America, approved April 16, 1936, which shall be deemed to be incorporated herein, and nothing herein contained shall be deemed a surrender by the Carrier of any of its rights or immunities or an increase of any of its responsibilities or liabilities under said Act. The provisions stated in said Act except as may be otherwise specifically provided herein) shall govern before the goods are loaded on and after they are discharged from the ship and throughout the entire time the goods are in the custody of the Carrier. The Carrier shall not be liable in any capacity whatsoever for any delay, non-delivery or mis-delivery, or loss of or damage to the goods occurring while the goods are not in the actual custody of the Carrier. If this bill of lading is issued in a locality where there is in force a Carriage of Goods by Sea Act or Ordinance or Statute of a similar nature to the International Convention for the Unification of Certain Rules Relating to Bills of Lading at Brussels of August 25, 1924, it is subject to the provisions stated in such Act, Ordinance and rules thereto annexed which may be in effect where this bill of lading is issued.

(a) The Carrier shall be entitled to the full benefit of, and right to, all limitations of, or exemptions from, liability authorized by any of the provisions of sections 4281 to 4286 of the Revised Statutes of the United States and amendments thereto and of any other provisions of the laws of the United States or of any other country whose laws shall apply. If the ship is not owned by or chartered by demise to the War Shipping Administration or the Commander thereof (as may be the case notwithstanding anything that appears to the contrary) this bill of lading shall take effect only as a contract with the owner or demise charterer, as the case may be, as principal, made through the agency of the War Shipping Administration, which is hereby designated herein which acts as agent only and shall be under no personal liability whatsoever in respect thereof. If, however, it shall be adjudged that any other than the owner or demise charterer is carrier and/or bailee of the goods all limitations of and exonerations from liability provided by law or by the terms hereof shall be available to such other.

2. In this bill of lading the word "ship" shall include any substituted vessel, and any craft, lighter or other means of conveyance owned, chartered or operated by the Carrier used in the performance of this contract; the word "Carrier" shall include the ship, her owner, master, operator, demise charterer, and if bound hereby the time charterer, and any substituted carrier, whether the owner, operator, charterer, or master shall be acting as carrier or bailee; the word "shipper" shall include the person named as such in this bill of lading and the person for whose account the goods are shipped; the word "consignee" shall include the holder of the bill of lading, properly endorsed, and the receiver and the owner of the goods; the word "charges" shall include freight and all expenses and money obligations incurred and payable by the goods, shipper, consignee, or any of them.

3. The scope of voyage herein contracted for shall include usual or customary or advertised ports of call whether named in this contract or not, also ports in or out of the advertised, geographical, usual or ordinary route or order, even though in proceeding thereto the ship may sail beyond the port of discharge or in a direction contrary thereto or return to the original port, or depart from the direct or customary route, and includes all canals, straits and other waters. The ship may call at any port for the purposes of the current voyage or of a prior or subsequent voyage. The ship may omit calling at any port or ports whether scheduled or not, and may call at the same port more than once; may for matters occurring before loading the goods, known or unknown at the time of such loading and matters occurring after such loading, either with or without the goods or passengers on board, and before or after proceeding toward the port of discharge, adjust compasses, dry dock, with or without cargo aboard so on ways or to repair yards, shift berths, make trial trips or tests, take fuel or stores, remain in port, sail with or without pilots, tow and be towed, and save or attempt to save life or property; and all of the foregoing are included in the contract voyage.

4. In any situation whatsoever and wheresoever occurring and whether existing or anticipated before commencement of or during the voyage, which in the judgment of the Carrier or the Master is likely to give rise to risk of capture, seizure, detention, damage, delay or disadvantage to or loss of the ship or any part of her cargo, to make it unsafe, imprudent, or unlawful for any reason to commence or proceed on or continue the voyage or to enter or discharge the goods at the port of discharge, or to give rise to delay or difficulty in arriving, discharging at or leaving the port of discharge or the usual or agreed place of discharge in such port, the Carrier may before loading or before the commencement of the voyage, require the shipper or other person entitled thereto to take delivery of the goods at port of shipment and upon failure to do so, may warehouse the goods at the risk and expense of the goods; or the Carrier or the Master, whether or not proceeding toward or entering or attempting to enter the port of discharge or reaching or attempting to reach the usual place of discharge therein or attempting to discharge the goods there, may discharge the goods into depot, lazaretto, craft, or other place; or the ship may proceed or return, directly or indirectly, to or stop at any port or place whatsoever as the Master or the Carrier may consider safe or advisable under the circumstances, and discharge the goods, or any part thereof, at any such port or place; or the Carrier or the Master may retain the cargo on board until the return trip or until such time as the Carrier or the Master thinks advisable and discharge the goods at any place whatever as herein provided or the the Carrier or the Master may discharge and forward the goods by any means, rail, water, land, or air at the risk and expense of the goods. The Carrier or the Master is not required to give notice of discharge of the goods or the forwarding thereof as herein provided. When the goods are discharged from the ship, as herein provided, they shall be at their own risk and expense; such discharge shall constitute complete delivery and performance under this contract and the Carrier shall be freed from any further responsibility. For any services rendered to the goods as hereinabove provided, the Carrier shall be entitled to a reasonable extra compensation.

5. The Carrier, Master and ship shall have liberty to comply with any orders or directions as to loading, departure, arrival, routes, ports of call, stoppages, discharge, destination, delivery or otherwise howsoever given by the government of any nation or department thereof or any person acting or purporting to act with the authority of such government or of any department thereof, or by any committee or person having, under the term of the war risk insurance on the ship, the right to give such orders or directions. Delivery or other disposition of the goods in accordance with such orders or directions shall be a fulfillment of the contract voyage. The ship may carry contraband, explosives, munitions, warlike stores, hazardous cargo, and may sail armed or unarmed and with or without convoy.

In addition to all other liberties herein the Carrier shall have the right to withhold delivery of, reship to, deposit or discharge the goods at any place whatsoever, surrender or dispose of the goods in accordance with any direction, condition or agreement imposed upon or exacted from the Carrier by any government or department thereof or any person purporting to act with the authority of either of them. In any of the above circumstances the goods shall be at their risk and expense and all expenses and charges so incurred shall be payable by the owner or consignee thereof and shall be a lien on the goods.

6. Unless otherwise stated herein, the description of the goods and the particulars of the packages mentioned herein are those furnished in writing by the shipper and the Carrier shall not be concluded as to the correctness of marks, number, quantity, weight, gauge, measurement, contents, nature, quality or value. Single pieces or packages exceeding 4480 lbs. in weight shall be liable to pay extra charges in accordance with tariff rates in effect at time of shipment for loading, handling, transshipping or discharging and the weight of each such piece or package shall be declared in writing by the shipper on shipment and clearly and durable marked on each of the piece or package. The shipper and the goods shall also be liable for, and shall indemnify the Carrier in respect of any injury, loss or damage arising from shipper's failure to declare and mark the weight of any such piece or package or from inadequate or improper description of the goods or of the incorrect weight of any such piece or package having been declared or marked thereon, or from failure fully to disclose the nature and character of the goods.

7. Goods may be stowed in poop, forecastle, deck house, shelter deck, passenger space or any other covered in space commonly used in the trade and suitable for the carriage of goods, and when so stowed shall be deemed for all purposes to be stowed under deck. In respect of goods carried on deck all risks of loss or damage by perils inherent in such carriage shall be borne by the shipper or consignee but in all other respects the custody and carriage of such goods shall be governed by the terms of this bill of lading and the provisions stated in said Carriage of Goods by Sea Act notwithstanding Section 1 (c) thereof, and the compulsory provision of any Carriage of Goods by Sea Act that may be applicable. Specially heated or specially cooled stowage is not to be furnished unless contracted for at an increased freight rate. Goods or articles carried in any such compartment are at the sole risk of the owner thereof and subject to all the conditions, exceptions and limitations as to the Carrier's liability and other provisions of this bill of lading; and further the Carrier shall not be liable for any loss or damage occasioned by the temperature, risks of refrigeration, defects or insufficiency in or accidents to or explosion, breakage, derangement or failure of any refrigerator plant or part thereof, or by or in any material or the supply or use thereof used in the process of refrigeration unless shown to have been caused by negligence of the Carrier from liability for which the Carrier is not by law entitled to exemption.

8. Live animals, birds, reptiles and fish are received and carried at shipper's risk of accident or mortality, and the Carrier shall not be liable for any loss or damage thereto arising or resulting from any matters mentioned in Section 4, Sub-section 2 a to p inclusive of said Carriage of Goods by Sea Act or similar sections of any Carriage of Goods by Sea Act that may be applicable, or from any other cause whatsoever not due to the fault of the Carrier, any warranty of fitness in Usage of Trade being hereby waived by the shipper. Except as provided above such shipments shall be deemed goods, and shall be subject to all terms and provisions in this bill of lading relating to goods.

9. If the ship comes into collision with another ship as a result of the negligence of the other ship and any act, neglect or default of the Master, mariner, pilot or the servants of the Carrier in the navigation or in the management of the ship, the owners of the goods carried hereunder will indemnify the Carrier against all loss or liability to the other or non-carrying ship or her owners in so far as such loss or liability represents loss of, or damage to, or any claim whatsoever of the owners of said goods, paid or payable by the other or non-carrying ship or her owners to the owners of said goods and set-off, recouped or recovered by the other or non-carrying ship or her owners as part of their claim against the carrying ship or Carrier.

The foregoing provisions shall also apply to owners, operators or those in charge of any ship or ships or objects other than, or in addition to, the colliding ships or objects are at fault in respect of a collision or contact.

10. General average shall be adjusted, stated and settled, according to Rules 1 to 15, inclusive, 17 to 22, inclusive, and Rule F of York-Antwerp Rules 1924, at such port or place in the United States as may be selected by the carrier, and as to matters not provided for by these Rules, according to the laws and usages at the port of New York. In such adjustment disbursements in foreign currencies shall be exchanged into United States money at the rate prevailing on the dates made and allowances for damage to cargo claimed in foreign currency shall be converted at the rate prevailing on the last day of discharge at the port or place of final discharge of such damaged cargo from the ship. Average agreement or bond and such additional security, as may be required by the Carrier, must be furnished before delivery of the goods. Such cash deposit as the Carrier or his agents may deem sufficient as additional security for the contribution of the goods and for any salvage and special charges thereon, shall, if required, be made by the goods, shippers, consignees or owners of the goods to the Carrier before delivery. Such deposit shall, at the option of the Carrier, be payable in United States money and be remitted to the adjuster. When so remitted the deposit shall be held in a special account at the place of adjustment in the name of the adjuster pending settlement of the General Average and refunds or credit balances, if any, shall be paid in United States money.

In the event of accident, danger, damage, or disaster, before or after commencement of the voyage resulting from any cause whatsoever, whether due to negligence or not, for which, or for the consequence of which, the Carrier is not responsible, by statute, contract, or otherwise, the goods, the shipper and the consignee, jointly and severally, shall contribute with the Carrier in general average to the payment of any sacrifices, losses, or expenses of a general average nature that may be made or incurred, and shall pay salvage and special charges incurred in respect of the goods. If a salving ship is owned or operated by the Carrier, salvage shall be paid for as fully and in the same manner as if such salving ship or ships belonged to strangers.

11. Whenever the Carrier or the Master may deem it advisable or in any case where the goods are consigned to a point where the ship does not expect to discharge, the Carrier or Master may, without notice, forward the whole or any part of the goods before or after loading at the original port of shipment, or any other place or places even though outside the scope of the voyage or the route to or beyond the port of discharge or the destination of the goods, by any vessel, vessels or other means of transportation by water or by land or by air or by any such means, whether operated by the Carrier or by others and whether departing or arriving or scheduled to depart or arrive before or after the ship expected to be used for the transportation of the goods. This Carrier, in making arrangements for any transshipping or forwarding vessel or means of transportation not operated by this Carrier shall be considered solely the forwarding agent of the shipper and without any other responsibility whatsoever.

The carriage by any transshipping or forwarding carrier and all transshipment or forwarding shall be subject to all the terms whatsoever in the regular form of bill of lading, freight note, contract or other shipping document used at the time by such carrier, whether issued for the goods or not, and even though such terms may be less favorable to the shipper or consignee than the terms of this bill of lading and may contain more stringent requirements as to notice of claim or commencement of suit and may exempt the on-carrier from liability for negligence. The shipper expressly authorizes the Carrier to arrange with any such transshipping or forwarding carrier that the lowest valuation of the goods or limitation of liability contained in the bill of lading or shipping document of such carrier shall apply even though lower than the valuation or limitation herein, provided that the shipper shall not be compelled to pay a rate higher than that applicable to the valuation contained in such bill of lading. Pending or during transshipment the goods may be stored ashore or afloat at their risk and expense and the Carrier shall not be liable for detention.

12. The port authorities are hereby authorized to grant a general order for discharging immediately upon arrival of the ship and the Carrier without giving notice either of arrival or discharge, may discharge the goods directly they come to hand, at or onto any wharf, craft or place that the Carrier may select, and continuously Sundays and holidays included, at all such hours by day or by night as the Carrier may determine no matter what the state of the weather or custom of the port may be. The Carrier shall not be liable in any respect whatsoever if heat or refrigeration or special cooling facilities shall not be furnished during loading or discharge or any part of the time that the goods are upon the wharf, craft, or other loading or discharging place. All lighterage and use of craft in discharging shall be at the risk and expense of the goods. Landing and delivery charges and pier dues shall be at the expense of the goods unless included in the freight herein provided for. If the goods are not taken away by the consignee by the expiration of the next working day after the goods are at his disposal, the goods may at Carrier's option and subject to Carrier's lien, be sent to store or warehouse or be permitted to lie where landed, but always at the expense and risk of the goods. The responsibility of the Carrier in any capacity shall altogether cease and the goods shall be considered to be delivered and at their own risk and expense in every respect when taken into the custody of customs or other authorities. The Carrier shall not be required to give any notification of disposition of the goods.

13. The Carrier shall not be liable for failure to deliver in accordance with marks unless such marks shall have been clearly and durably stamped or marked by the shipper before shipment upon the goods or packages, in letters and numbers not less than two inches high, together with the name of the port of discharge. Goods that cannot be identified as to marks or numbers, cargo sweepings, liquid residue and any unclaimed goods not otherwise accounted for shall be allocated for completing delivery to the various consignees of goods of like character, in proportion to any apparent shortage, loss of weight or damage. Loss or damage to goods in bulk stowed without separation from other goods in bulk of like quality, shipped by either the same or another shipper, shall be divided in proportion among the several shipments.

14. The goods shall be liable for all expense of mending, cooperage, baling or reconditioning of the goods or packages and gathering of loose contents of packages; also for any payment, expense, fine, dues, duty, tax, impost, loss, damage or detention sustained or incurred by or levied upon the Carrier or the ship in connection with the goods, howsoever caused, including any action or requirement of any government or governmental authority or person purporting to act under the authority thereof, seizure under legal process or attempted seizure, incorrect or insufficient marking, numbering or addressing of packages or description of the contents, failure of the shipper to procure consular, Board of Health or other certificates to accompany the goods or to comply with laws or regulations of any kind imposed with respect to the goods by the authorities at any port or place or act or omission of the shipper or consignee.

15. Freight shall be payable on actual gross intake weight or measurement or, at Carrier's option, on actual gross discharged weight or measurement. Freight may be calculated on the basis of the particulars of the goods furnished by the shipper herein but the Carrier may at any time open the packages and examine, weigh, measure and value the goods. In case shipper's particulars are found to be erroneous and additional freight is payable, the goods shall be liable for any expense incurred for examining, weighing, measuring and valuing the goods. Full freight shall be paid on damaged or unsound goods. Full freight hereunder to port of discharge named herein shall be considered completely earned on shipment whether the freight be stated or intended to be prepaid or to be collected at destination; and the Carrier shall be entitled to all freight and charges due hereunder, whether actually paid or not, and to receive and retain them irrevocably under all circumstances whatsoever ship and/or cargo lost or not lost or the voyage broken up or abandoned. If there shall be a forced interruption or abandonment of the voyage at the port of shipment or elsewhere any forwarding of the goods or any part thereof shall be at the risk and expense of the goods. All unpaid charges shall be paid in full and without any offset, counterclaim or deduction in the currency of the port of shipment, or, at Carrier's option, in the currency of the port of discharge at the demand rate of New York exchange as quoted on the day of the ship's entry at the Custom House of her port of discharge. The Carrier shall have a lien on the goods which shall survive delivery, for all charges due hereunder and may enforce this lien by public or private sale and without notice. The shipper and the consignee shall be jointly and severally liable to the Carrier for the payment of all charges and for the performance of the obligation of each of them hereunder.

16. Neither the Carrier nor any corporation owned by, subsidiary to or associated or affiliated with the Carrier shall be liable to answer for or make good any loss or damage to the goods occurring at any time and even though before loading on or after discharge from the ship, by reason or by means of any fire whatsoever, unless such fire shall be caused by its design or neglect.

17. In case of any loss or damage to or in connection with goods exceeding in actual value $500 lawful money of the United States, per package, or, in case of goods not shipped in packages, per customary freight unit, the value of the goods shall be deemed to be $500 per package or per unit, on which basis the freight is adjusted and the Carrier's liability, if any, shall be determined on the basis of a value of $500 per package or per customary freight unit, or pro rata in case of partial loss or damage, unless the nature of the goods and a valuation higher than $500 shall have been declared in writing by the shipper upon delivery to the Carrier and inserted in this bill of lading and extra freight paid if required and in such case if the actual value of the goods per package or per customary freight unit shall exceed such declared value the value shall nevertheless be deemed to be the declared value and the Carrier's liability, if any, shall not exceed the declared value and any partial loss or damage shall be adjusted pro rata on the basis of such declared value.

Whenever the value of the goods is less than $500 per package or other freight unit, their value in the calculation and adjustment of claims for which the Carrier may be liable shall for the purpose of avoiding uncertainties and difficulties in fixing value be deemed to be the invoice value, plus freight and insurance if paid, irrespective of whether any other value is greater or less.

18. Unless notice of loss or damage and the general nature of such loss or damage be given in writing to the Carrier or his agent at the port of discharge before or at the time of the removal of the goods into the custody of the person entitled to delivery thereof under the contract of carriage, such removal shall be prima facie evidence of the delivery by the Carrier of the goods as described in the bill of lading. If the loss or damage is not apparent, the notice must be given within three days of the delivery. The Carrier shall not be liable upon any claim for loss or damage unless written particulars of such claim shall be received by the Carrier within thirty days after receipt of the notice herein provided for.

19. In any event the Carrier and the ship shall be discharged from all liability in respect of loss or damage unless suit is brought within one year after the delivery of the goods or the date when the goods should have been delivered. Suit shall not be deemed brought until jurisdiction shall have been obtained over the Carrier and/or the ship by service of process or by an agreement to appear.

20. To void or alleviate preventions or delays in prosecution or completion of the voyage incident to the existence of hostilities, the Carrier has liberty and is authorized by the shipper and the owner of the goods to agree with the representatives of any government to submit the goods to examination at any place or places whatsoever and to delay delivery of the same until any restriction asserted by any governmental authority shall have been removed. The Carrier may put the goods in store ashore or afloat at the risk and expense of the owner of the same pending examination and thereupon the Carrier's responsibility shall end. Any damage or deterioration occasioned by such examination or by delay and other risks of whatsoever nature shall be solely for account of the owner of the goods. All expenses incurred by the Carrier in relation to such detention of the goods shall be paid by the shipper or consignee or owner of the goods.

21. This Bill of Lading shall be construed and the rights of the parties thereunder determined according to the law of the United States.

22. Cargo skids and labor on quay are to be provided by ship's agent for account of consignee at current rates, and any cargo which may be ordered for delivery into fiscal depots, must be taken by an official cartman appointed by the agent of the ship, at current rates for account and risk of consignee.

23. If any bagged or baled goods are landed slack or torn, receiver and/or consignee shall accept its proportion of the sweepings. Ship not responsible for loss of weight in bags or bales torn, mended or with sample holes.

24. Cotton: Description of the condition of the cotton does not relate to the insufficiency of or torn condition of the coverings, nor to any damage resulting therefrom and Carrier shall not be responsible for damage of such nature.

25. Specie: Specie will not be shipped or landed by the Carrier; it must be put on board by the shipper, and will only be delivered on board on presentation of the bills of lading properly endorsed; it may be carried on at consignee's risk if delivery is not taken during the ship's stay in port, and in every case the liability of the Carrier shall cease when the specie leaves the ship's deck.

26. SPECIFIED DOCK DISCHARGE: If the carrier makes a special agreement, whether by stamp hereon or otherwise, to deliver the goods hereby receipted for at a specified dock or wharf at the port of discharge, it is mutually agreed that such agreement shall be construed to mean that the Carrier is to make such delivery only if, in the sole judgment of the Master, the ship can safely under her own power, proceed to, lie at, and return from said dock or wharf, always afloat at any time of tide, and only if such dock or wharf is available to the ship immediately the ship is ready to discharge the goods and, that otherwise, the ship shall discharge the goods in accordance with Clause 12 of this bill of lading, whereupon Carrier's responsibility shall cease.

27. All agreements or freight engagements for the shipment of the goods are superseded by this bill of lading, and all its terms, whether written, typed, stamped, or printed, are incorporated and agreed by the shipper to be binding as fully as signed by the shipper, any local customs or privileges to the contrary notwithstanding. Nothing in this bill of lading shall operate to limit or deprive the Carrier of any statutory protection or exemption from or limitation of liability. If required by the Carrier, one signed bill of lading duly endorsed must be surrendered to the agent of the ship at the port of discharge in exchange for delivery order.

28. Handling charges at *Pacific Coast Ports*: Any provisions herein to the contrary notwithstanding, goods may be received and/or delivered by Carrier at ship's tackle and receipt and delivery beyond ship's tackle shall be entirely at the option of the Carrier and solely at the expense of the shipper or consignee.

At least eight copies of the complete manifest must be presented at the first American port, and, after cargo for that port has been discharged, the Custom Authorities will issue a certificate, known as a "Permit to Proceed to Another Domestic Port to Discharge Residue Cargo", and at each subsequent port, another permit is issued until the vessel has discharged all her cargo. At each subsequent port a complete manifest minus the manifests for cargo already discharged in previous ports must be presented to the custom officials.

Manifesting Optional Cargo: Cargo which may be discharged at the request of the consignee, at one or more ports, should be manifested separately. For instance, 1000 bags of wheat consigned to a certain firm in the United States: the bill of lading reads: Baltimore optional Philadelphia, which means that the consignee has the privilege of having part of the consignment discharged at Baltimore and the balance at Philadelphia, or the entire shipment may be discharged at either Baltimore or Philadelphia. Cargo under this category is manifested separately.

PROCEDURE ON ARRIVAL AT AN AMERICAN PORT

The following is the usual procedure followed upon arriving at an American port, from a foreign voyage. Conditions are continually changing, new forms are required and more information is constantly being asked for by Government Agencies and steamship operators. You should be alert to keep informed of changes.

The United States Maritime law prescribes what is required of incoming vessels and basically the law does not differ in any American port, but you will find that the routine differs somewhat in various districts.

Pilot: Boards vessel outside the harbor limits, and remains on board until the vessel is docked or is in a safe anchorage if docking facilities are not available. He requires no papers, except certain memoranda from the Captain, such as: Name of vessel owners or operators, tonnage, and draft upon which pilotage dues are assessed.

Quarantine Doctor: Boards as soon as vessel anchors in an area, known as Quarantine Grounds. He requires the following papers:

1. 1 set all consular bills of health from foreign ports of call.

2. 1 Quarantine information slip. This form contains questions relative to the nature of the voyage, ports of call etc., which the United States Public Health Service requires for its files. To expedite the Doctor's inspection, this form should be prepared before the arrival of the vessel. In case this form is not among the stationary supplies, prepare one of your own and have the following information ready to give to the Doctor:

   (a) Name of vessel
   (b) Port of registry.
   (c) Nationality of vessel.
   (d) Tons gross and net.
   (e) Name of Master
   (f) Date and hour of arrival.
   (g) Number of days from last port of call.
   (h) Ports of call:

(i) Ports where docked -- ports anchored in open roadstead
(j) Sources of water supply.
(k) Number of crew.
(l) Number of passengers embarked at each port of call
(m) Tons of cargo.
(n) Ports at which cargo was laden.
(o) Ports at which vessel called during the past three months
*(p) Any parrots or birds of parrot family on board.
(q) Date of last fumigation or Deratization.
* (Prohibited importation)

3. 1 Crew list (either form 710-A, certified American Crew list, or copy of Immigration crew list Form I-480 which is preferred. I-480

4. 1 Passenger list, if any passengers carried.

5. (1 Copy of cargo manifest for review only.)

6. 1 Form F. I. 44 "Meat Certificate". On this form is listed any meat or live stock imported into the United States from foreign countries, either as ship's stores or cargo.

The form referred to previously (Quarantine Information Slip) which the Doctor retains, is sworn to by the Master. The Boarding Doctor also requests to peruse or inspect the Fumigation of Deratization Certificate. After a review of the bills of health, crew lists, manifests, etc., the doctor, who has asked to have the crew mustered, proceeds to examine the crew. The extend of the examination depends upon the sanitary condition of the ship and crew, and particularly on the health conditions which prevailed at the ports of call. Upon completion of the inspection, the Doctor, satisfying himself that no quarantineable disease exists on board, and that the crew is in good health, orders the Yellow Flag (Quarantine flag) to be hauled down. He takes with him original copies of bills of health, and returns duplicates to Captain or Clerk to be presented at the custom house when entering. He also gives the Captain or clerk a form known as "Release from National Quarantine" or commonly known as the pratique, which is to be attached to the duplicate copies of bills of health, to present to the custom house. The vessel is released from Quarantine and the Doctor leaves the vessel. No other official is allowed on board, until, the Quarantine officials have completed their inspection.

Immigration Inspector: Comes on board as soon as the Doctor has completed his inspection and is generally accompanied by other Government officials. He requires the following:

1. 1 Form "Report of Diseases, Births, and Deaths".
2. 1 Form 660 "Report of Boarding Officer".
3. 1 Form I-480 "Alien Crew List".

Preparation of Form I-480. As soon as possible after the vessel has sailed from her American port, outward bound, this form is made up, obtaining the data from the articles or by personal contact with members of the crew.

Question #1 Whether member of crew on last voyage to United States? Determined by questioning crew member, or data from previous voyage papers. In case of a new vessel, the answer is "no".

Question 2&3 Family name and given name? Information on the Articles.

Question #4 Length of Sea Service? Interview individual.

Question #5 Position in Ship's Company? Information from Articles.

Question #6 Where and when shipped. Information from Articles. (Column tome to be on board)

Question #7 Whether to be discharged at port of arrival? Always "yes".

Question #8 Whether able to read? Interview individual.

Question #9 Age? Information from articles.

Question #10 Sex? Usually male.

Question #11 Race? To be determined first whether or not the crew member is an American born citizen, or naturalized. This can be done by checking the Articles. You will note that whenever a person is naturalized his place of birth is marked with a *Star.* In the case of an American born citizen, always state the Race as American. In the case of a naturalized citizen, his race is determined

by the birthplace of his father. Refer to reverse side of the Form I-480 "List of Races or Peoples" for your guidance. For instance, a naturalized American Citizen born in France, is of French Race, one born in Peru is Spanish American, one born in Sweden is Scandinavian, etc. In the case of aliens, a citizen of Spain is of Spanish Race, etc.

Question #12 Nationality? The required information is taken from Articles. If a person is born in France, in the column "Nationality" insert France and not French. State the name of the country of which the person is a citizen; such as, *France, Spain, Great Britain, U.S.A.* Never insert French, Spanish, or English.

Question #13 Height? From Articles.

Question #14 Weight? Contact individual or get information from seaman's identification papers of Continuous Discharge Book.

Column 15 Physical Marks, Peculiarities or diseases. Can be obtained from the seaman's identification papers. If the individual has a scar over right eye, it should be noted, as "Scar over right eye." If the seaman is sick upon arrival, it should be briefly noted. If in doubt, leave blank for Immigration inspector to complete.

Column 16: Concerns alien seamen only - Interview the individual and state briefly. If "no" no remarks are necessary. If "yes", state briefly is permission to apply for re-entry has been obtained. If in doubt, leave blank for inspector to complete, but call his attention to the fact the reason why column has been left blank.

It is suggested that at least 10 copies of the Form I-480 be made depending on the number of ports at which the vessel is likely to call. You will have to ascertain this from the proposed schedule, or by consulting with the Captain. When the copy has been prepared and all the information compiled thereon, check the work with the articles as to correctness, being certain that every person's name who signed on the Articles appears on the I-480 form. Upon arrival at the first foreign port this document is visaed by the American Consul, and certified as to the number of names appearing on the list.

He requires a copy for his files. Under ordinary circumstances, and in the case of an uneventful voyage the crew list is not visaed again until the last foreign port is reached before sailing directly for an American Port, unless there is a crew change at any intervening port.

The Exception is This: At every foreign port where there is a change of crew status, (either men signed off or signed on, etc.), the Form I-480 must be visaed by the American Consul with a corresponding notation as to changes effected and stating the number of men on board at that time. The consul's notation beside the visa generally reads *"Closed With_____ Names"* The original of this crew list with all visas covering the entire voyage is the one presented on arrival to the Immigration Officer. Any member of the Crew failing to join before departure from the United States need not be shown. Failure to show any new members on the list presented to the Immigration official liables the vessel to a fine of $1,000 in each instance. Every member of the Crew must be listed, including the Master. When the Immigration Officer boards, you will submit this Original list to him and he in turn will interview each member of the crew. He retains this for his files. Any individual not passed by the Immigration Officer will be ordered to be detained on board, and it is the ship's responsibility to see that this order is obeyed. If the vessel is returning to the port at which the undesirable alien was shipped, he will have to remain on board, or be held at the Immigration Station at the ship's expense until the vessel sails, at which time he will be placed on board under guard. If, on the other hand, the vessel is not returning to that port, the alien seaman is held in the Immigration Station (at Ship's expense) and deported via another line, and all transportation expense to be borne by the ship. The importance of watching this work carefully is very significant, and should at all times have your strict attention. Violation of rules and regulations involves heavy penalties, inconvenience and a waste of time and money.

I-480

The preparation of Form 660 (Yellow Form) is simple. It is a recapitulation of the crew on board, number of citizens, Americans and aliens divided in groups. Information is obtained from Form I-480.

Form 542, "Report of Diseases? Births? and Deaths" is presented to the Immigration Officer. Sometimes it is supplied before the vessel sails, or if not, Immigration Boarding Officer will bring the form on board with him. This form is more or less a large questionnaire requiring data regarding deaths, diseases, etc. The inspector takes one copy with him.

The Immigration Officer is often times, assigned by the United States Public Health Service in the port of New York, accompanied by a Doctor to the Immigration Department. He assists the Immigration Inspector in ascertaining the mental and physical condition of the alien. The duties of this doctor should not be confused with that of the Quarantine Doctor, who concentrates on the communicable and quarantineable diseases.

Custom Boarding Officer: Boards vessel at the same time with the Immigration Officer. He requires:

1. 3 Copies of the complete ship's manifest.
2. 3 Copies of Passenger list (If any carried).
3. 1 Copy of Crew List ~~(Copy of Form I-418 will suffice.)~~

The complete manifest comprises the following:----

1. List of all cargo on board.
2. Stores List.
3. List of crew purchases.

The Inward Foreign Cargo Manifest is made up by copying items from the bills of lading to the manifest form. In compiling and preparing manifests utmost care must beexercised, as this is a public document. The marks, numbers, description of packages, weight or measurements of packages, names of consignees, and final destination of freight must appear exactly on the manifest, as this information is written on the face of the bill of lading. It is important to remember that no changes whatsoever should be made on a bill of lading. In most cases about 15 copies of the manifest should be prepared, but however, this should not be considered a hard and fast rule as some steamship operators require more copies, some less. Your own judgement should guide you. This information can also be ascertained from the home office of the operator before sailing. The manifest is distributed to various interested parties, including the different departments of the steamship operator at the home port. Some foreign agents of the steamship operators prepare the Inward Foreign Manifest at the loading port and put it on board before the sailing. Entries on manifests have to be in proper sequence as the cargo is loaded. (See following Sheet #1 for the compilation of same.) Inward foreign freight manifests for all American ports must be on standard forms, and all steamship operators adhere to this Custom's Department regulation.

Crew Purchase List: All merchandise purchased abroad by any member of the crew, including the Master, is dutiable and must be declared. After leaving the last foreign port distribute to members of the crew forms made up as sample attached. From these crew declarations prepare manifest as follows:

1. Name of crew member
2. Rating
3. List of purchases
4. Value of each item

When this crew purchase list has been completed, it becomes a part of the complete Ship's Manifest together with Store List and Cargo Manifest.

List of Stores: A great many of the steamship companies have standard forms for the store lists. If your assignment places you with a steamship company where forms are not furnished, you will have to set up a form of your own. This list comprises all stores on board, including foreign and domestic purchases for store's consumption, and including fuel and water. Since each department has its own storeroom, the store list of each department must be separated; and, as a word of caution, *be sure and see that all narcotics are listed accurately.* Generally stores include paints, manila ropes, wire slings, paint brusnes, soap, washing powders, and in the Stewards Department, all feeding stores as well. For your own record, you should keep a list of all stores purchases in foreign countries in case the information is required at the custom house, for there are several additional forms that the Custom Broker makes up when the Captain is entering. This Store List also becomes a part of the complete ship's manifest; you now have:

1. Inward Foreign Cargo Manifest
2. Crew Purchase List
3. The Store List, including narcotics

This makes the complete manifest.

Upon boarding, the Custom's Officer will certify onemanifest, (3 copies have been submitted), attaching thereto a form signed by the Captain, and makes several certifications. This is designated as the "original copy of the manifest" and will be used to enter. Another copy of the manifest to which will be attached a form known as Preliminary Entry will be returned to you; the boarding officer will instruct you to sub-

Write Number of Packages IN FULL, not in figures

INWARD MANIFEST

MANIFEST OF CARGO FROM FOREIGN PORTS

Report and Manifest, *of the Cargo, laden on board the* _____ *of* _____

whereof _____ *is Master, and which is of burthen* _____ *tons; built at* _____ *in*

the State of _____ *and owned by* _____ *of* _____ *as per Register granted*

at _____ *the* _____ *day of* _____ *and bound for* _____

which cargo was taken on board at _____

B. L. No.	MARKS	NUMBERS	PACKAGES AND CONTENTS (Quantity must be written out)	WEIGHT	CUBIC MEASUREMENT	BY WHOM SHIPPED	TO WHOM CONSIGNED OR IF TO ORDER	PORTS OF DESTINATION	CUSTOMS INSPEC RETURNS

mit this to the Custom Inspector at the pier or place where the vessel will discharge her cargo. Or perhaps, this copy of the manifest will be placed in a sealed envelope with the same instructions. Without this preliminary entry the vessel cannot commence to discharge her cargo. *Keep the Certified Original Manifest on Board to Enter the Ship.* The third set of the manifest is taken by the Custom s Boarding Officer. At some American ports, the Custom's Boarding Officer or his assistant musters the crew using Form 710-A, the Certified American Crew List, for this purpose. The idea of this muster is to make certain that all crew members who have left the United States have been returned or accounted for by Consular Certificates. He makes notes and returns same to be submitted by the Captain at the custom house. At other American ports, New York being one of them, the Captain simply makes a statement and swears to it when entering, that all crew members are on board, except those noted on attached Consular Certificates.

Naval Boarding Officer: Requires two copies of Crew List.

Boarding Officer, representing the bureau ofplant quarantine, requires copy of manifest to note any prohibited plants or fruits being imported. If any prohibited plants, fruits,or seeds are on board, he will order them destroyed, or order the Customs Department to dispose of them.

Entering Vessel at Customhouse: When the vessel has docked and the formalities with the Different Boarding Officials dispensed with, the Master's next duty is to enter the vessel at the Customshouse. When leaving the vessel preparatory to entering, the Master will take with him the following papers:

1. One set of bills of health, with the pratique attached which were left on board by the Boarding Doctor for presentation at the Customshouse.

2. The clearance from the last port of call.

3. The certificate of registry.

4. The Certified American crew list, with Consular Certificates attached covering any changes in crew since leaving the last American Port.

5. The Inward Cargo manifest, the one which has been certified by the Customs Boarding Officer, with oaths attached and three or four extra copies.

6. Three copies of Passenger Manifest, if any passengers on board.

7. All copies of bills or statements, covering painting, repairs to vessel or alterations made in foreign ports to the vessel. There is a duty of 50% ad valorem made on the cost of such work performed in foreign countries. Remind the Captain during the voyage to keep proper record of this work; at least 3 copies of the bills are required to support the Captain's declaration. The bills should show the kind of work performed, number of men employed, etc. Also cost of any equipment procured abroad is dutiable, and bills should be presented. Failure to make these declarations will cause withholding of clearance of posting of bond. *It is important.*

The routine of entering is a good deal similar with that of clearing, inas much as the physical work of submitting papers is all done by the customhouse broker. Other than the documents mentioned above, the broker has a number of papers prepared for the Master's signature and oath. There are numerous and varied forms to be sworn to, and the same broker who handled the clearing of the vessel will also handle the entry, unless of course, the vessel has arrived at another American port. The brokers are there to assist the Master, and that is the reason they receive their fee. The entering and clearing of vessels is handled by the Marine Division of the customhouse. If the papers are found in order, and regulations complied with, the Master takes the oath, and the vessel is entered. The Certificate of Registry is retained in the files of the customshouse until the vessel clears, when it is returned to the Master.

Shipping Articles are Kept on Board Until Crew is Paid Off:

The United States Shipping Commissioner takes Articles with him and they are retained in his office when they have been accomplished.

Note: Payrolls must be ready for immediate paying off of crew and all data completed on Articles, discharges made up and signed by the Master, log-book totaled and entries completed.

Censor: Censor meets ship at dock, censors all mail, and requires a crew list.

Form 718E

Serial No. R.....

DEPARTMENT OF COMMERCE

BUREAU OF MARINE INSPECTION AND NAVIGATION

RECORD OF ENTRY

IN CONTINUOUS DISCHARGE BOOK

Name of seaman .....

Citizenship ..... Continuous Discharge Book No. .....

I acknowledge that the following entries have been made in my Continuous Discharge Book.

.....
(Signature of seaman)

Name of ship	Date and place of engagement	Description of voyage ..... (Foreign, intercoastal, or coastwise)
.....	.....	Date and place of discharge .....
Official No.	Rating	.....

I HEREBY CERTIFY that I have made the above entries in the Continuous Discharge Book of the above-described seaman.

.....
Master.

BUREAU COPY

.....
U. S. Shipping Commissioner.

NOTE.—Name of Master must appear if entry is certified by U. S. Shipping Commissioner. When Master performs duty of U. S. Shipping Commissioner he shall *sign* this form. Original of this record to be forwarded to the Bureau of Marine Inspection and Navigation. DO NOT GIVE THIS FORM TO THE SEAMAN.

16—18474

DEPARTMENT OF COMMERCE

BUREAU OF MARINE INSPECTION AND NAVIGATION

Certificate of Discharge

Serial No. G912786

Form 718A Rev. @

_____
(Signature of Seaman)

_____
(Master of Vessel)

I HEREBY CERTIFY that the above entries were made by me and are correct and that the signatures hereto were witnessed by me.

Dated this _____ day of _____, 19____

_____
United States Shipping Commissioner.
(or Master of Vessel)

NOTE—Whenever a master performs the duties of the shipping commissioner under this act, the master shall sign the certification on the line designated for the shipping commissioner's signature.

Name of Seaman _____
(In full)

Citizenship _____ Certificate of Identification No. Z _____

Rating _____
(Capacity in which employed)

Date of Shipment _____

Place of Shipment _____

Date of Discharge _____

Place of Discharge _____

Name of Ship _____

Official No. _____ Class of Vessel _____
(Steam, Motor. Sail or Barge)

Nature of Voyage _____
(Foreign, Intercoastal or Coastwise)

This certificate must be written ONLY with typewriter or INDELIBLE pencil
DO NOT USE PEN AND INK

SPEEDISET-FAYD-GILLMAN FANFOLD CORP., NIAGARA FALLS N. Y.

_____COMPANY

DECLARATION FORM

The importation into the United States of all kinds of immoral articles, narcotics, birds of paradise feathers, etc., is prohibited.

The Laws of the United States require that cigars, tobacco, merchandise or articles of any kind, and clothing not in actual use, belonging to the Masters, Officers or crew, or which any of these persons are bringing into the United States for others, shall be entered on the ship's Manifests.

I hereby declare that the articles set forth opposite my signature below, are a full description of all goods, both private effects and articles for other persons, purchased abroad and brought into the United States by me on the S/S_____, arrived_____194 , and I further declare that I have no intoxicating liquor or other forbidden articles, either in my possession or hidden or stowed away on said S/S_____.

NAME	RATING	DESCRIPTION OF ARTICLES	COST OR VALUE	SIGNATURE

NOTE: See reverse side for instructions.

INSTRUCTIONS

1. This statement is entirely separate and distinct from the itemized statement of articles which must be prepared and submitted to the Boarding Officer, as part of the store list, attached to the inward cargo manifest.

2. The Master shall require that this form be read to every Officer and man on board the vessel under his command, and each Officer and man be required to declare such articles as he has to declare. If he has nothing to declare, he should sign the list, filling in the word "Nothing" in "Description of Articles."

3. This form should be turned over to the Operating Department, New York as soon as practicable after arrival in the United States.

U. S. Code, Title 19, Section 1584. Any master of any vessel and any person in charge of any vessel bound to the United States who does not produce the manifest to the officer demanding the same shall be liable to a penalty of $500, and if any merchandise, including sea stores is found on board of or after having been unladen from such vessel or vehicle which is not included or described in said manifest or does not agree therewith, the master of such vessel or the person in charge of such vehicle shall be liable to a penalty equal to the value of the merchandise so found or unladen, and any such merchandise belonging or consigned to the master or other officer or to any of the crew of such vessel, or to the owner or person in charge of such vehicle, shall be subject to forfeiture, and if any merchandise described in such manifest is not found on board the vessel or vehicle the master or other person in charge or the owner of such vessel or vehicle shall be subject to a penalty of $500.00.

U. S. Code, Title 19, Section 1001, paragraph 1518 (The Tariff Act of 1930, paragraph 1518). The importation of birds of paradise, aigrettes, egret plumes or so-called osprey plumes, and the feathers, quills, heads, wings, tails, skins or parts of skins, of wild birds, either raw or manufactured, and not for scientific educational purposes is hereby prohibited.

U. S. Customs Regulations, 1937, Article 122 (g). All opium and narcotics in possession of any member of the crew or outside of the medical stores shall be seized and treated in accordance with Article 1109 of these regulations.

LIST OF ARTICLES PROCURED ABROAD

S. S._____ Voy. No._____ Arrived New York,_____19__

To the Collector of Customs,
New York, N. Y.

Dear Sir:

I hereby certify that the following is a list of articles procured by me, either by purchase or otherwise.

ARTICLE	COST OR VALUE

If none so state here_____

Name_____

Occupation or Capacity_____

Form 194 300 M+B

Robin Line

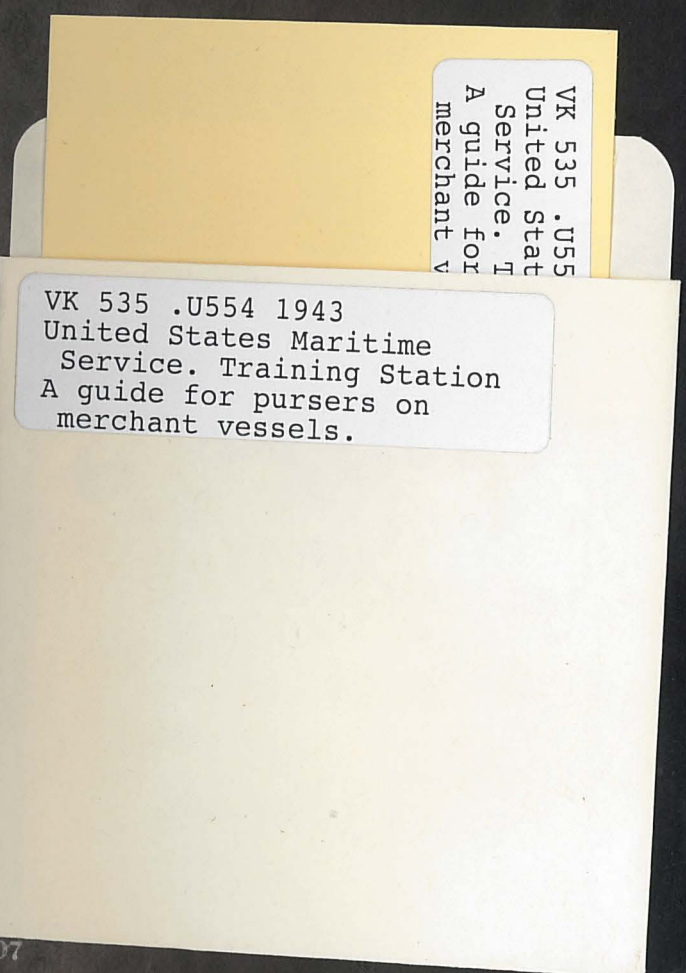
Seas Shipping Co Inc

39 Courtlandt St.

J. Porter Shaw Library
San Francisco Maritime
National Historical Park

GIFT OF
THE ASSOCIATES OF THE
NATIONAL MARITIME MUSEUM
LIBRARY

J. PORTER SHAW LIBRARY
181961



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